



Title: Middle and Upper School Division Director
Reports To: Director of Education and Learning
Status: Full-time, exempt (11-month position)
Start Date: July/August 2022

About Woodstock Day School

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

Summary

The Division Director is responsible for ensuring the curriculum is enacted, as determined by the Director of Education and Learning, and for implementation fidelity of progressive pedagogies and instructional resources in the Middle and Upper Schools. The Division Director ensures congruence between the school's mission statement/pillars and the educational activities of their division. The Division Director is a member of the school's Academic Leadership Team and reports to the Director of Education and Learning.

The MS/US Division Director is also an active teaching faculty, splitting their time between teaching and divisional leadership duties. The MS/US Division Director will be

expected to teach approximately 8 periods per week in their area of specialization based on the needs of the school each semester

Ideal candidates embrace a range of progressive pedagogical approaches, are familiar with curriculum frameworks and the New York State Learning Standards, are excited to be a part of a progressive community and have demonstrated a commitment to addressing issues of diversity, equity, and inclusion within and outside the classroom.

Key Responsibilities

- Maintain coherence between the school's mission and values and all activities in the Middle and Upper Schools
- Act as the educational leader of Middle and Upper Schools with responsibility for the day-to-day operations of the Middle and Upper Schools, with a visible presence in all areas of the school
- Function as the chief enactor of the division's programs, expectations, and behavioral guidelines, and other information to ensure all constituencies are fully informed consistent with their individual roles
- Create and provide an environment conducive to learning, with clear expectations and rituals and routines, in a school climate which is supportive and engaging
- Work with the Director of Education and Learning, the Dean of Students/Director of Admissions, and school counselors to identify the educational, physical, social, and emotional needs of the students in the Middle and Upper Schools and work on developing plans with colleagues for meeting these needs
- Serve on the Academic Leadership Team, working with other senior administrators to develop and oversee the schedule, policies, and events of the school
- Facilitate, with the Academic Leadership Team, meaningful and productive divisional faculty meetings
- Work toward resolution of problems – both routine and unique - as they arise, keeping the Director of Education and Learning informed of the general programs, activities, and concerns of the Middle and Upper Schools
- Monitor students' adherence to established school rules and support Middle and Upper school faculty in addressing academic and disciplinary challenges.
- In collaboration with the Director of Education and Learning, hire, supervise, manage, evaluate, and ensure retention of highly qualified, motivated, and diverse faculty based on the unique needs of the Middle and Upper School
- Develop and lead orientation and mentoring programs for new teachers in the division and collaborate with the Director of Education and Learning in identifying and providing professional development opportunities for faculty.
- Serve as an instructional coach and advisor to faculty in matters of classroom management, pedagogy, and general school procedures

- Assist in maintaining a comprehensive calendar of division events, to keep the division and the school community informed of the activities of the division
- Meet weekly with the Director of Education and Learning on the general programs, activities, and challenges of their Middle and Upper Schools
- In collaboration with Director of Education and Learning, establish divisional budget and ensure divisions stay on budget
- Participate in strategic planning and enrollment initiatives for the Middle and Upper Schools
- Assist in the admissions process for the testing, interviewing, and evaluating of applicants for enrollment
- Attend training sessions as well as required department and school meetings.
- Serve on committees, task forces, work groups, etc., as requested.
- Keep updated on changing developments, trends, instructional and educational technologies.
- Other duties as assigned

Qualifications

- Outstanding academic credentials, advanced degree preferred.
- Minimum of 5-7 years of teaching experienceSubstantial experience working in middle and upper school settings
- Previous experience in a school leadership position and/or as an instructional coach
- Knowledge of educational best practices
- Deep understanding of age appropriate development
- Keen intelligence, intellectual curiosity, and visionary capacity
- A collaborative and collegial leadership style
- Open-mindedness, flexibility, and tolerance for ambiguity
- A passion for lifelong learning and a willingness to change when necessary
- Superior interpersonal skills; eager to connect with students, parents, and colleagues with warmth and confidence, particularly when difficult conversations are required
- Excellent written and oral communication skills
- Confidence tempered by humility and a sense of humor
- Unwavering confidentiality in all activities
- A record of success promoting the health and wellness of students and faculty
- Experience in diversity, social justice and equity curriculum work

How to Apply

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, three references and salary requirements as attachments, via e-mail to careers@woodstockdayschool.org. Please include MS/US Division Director in the subject line.

Employees are required to follow all COVID-19 protocols for K-12 schools as determined by NYS and any additional protocols as set forth by the school administration, including a requirement that all staff and faculty be vaccinated for COVID-19.