



Chartwell School

2511 Numa Watson Road Seaside, CA 93955
Tel 831-394-3468 - www.chartwell.org

Director of the Middle School

Full-Time/Exempt

Begins July 1, 2022

The Middle School Director promotes and maintains the vision and mission of Chartwell School, and champions an educational environment in which students, faculty and program processes thrive. The Director oversees the daily operations and management of the school and is responsible for developing and maintaining an academically rigorous, skills-focused, and compelling school experience for students with specific learning differences. The Assistant Director establishes a culture of inquiry, collaboration, and dedication among faculty and staff. The Middle School Director will have some direct supervision of the faculty and will hold regular meetings with the faculty and staff to see that the general policies of the school are understood and followed. The Director must proactively demonstrate creative and innovative problem solutions and must work closely with the Director of Teaching and Learning to envision and sustain the future direction of the school. They will focus on effective, timely solutions, and take initiative to actualize strategic initiatives compatible with direction from the Head of School.

Position Responsibilities

A. Overall

- Carrying out the overall mission, goals, and philosophy of Chartwell School as well as for nurturing a Middle School vision that attracts and excites faculty, parents, and students.
- All day-to-day operations and administration of the Middle School.
- Assisting admissions with the interviewing and selection of potential students.
- Overseeing Middle School curriculum, programs, and teachers as developed by the Director of Teaching and Learning.
- Includes two teaching periods
- Encouraging professional development opportunities for Middle School faculty, including planning and executing Middle School division meetings.
- Effectively communicating with parents and other constituents.
- Attending and contributing to senior leadership team meetings.
- Representing Chartwell School in the Monterey community.
- Support the educational success of the middle school programs and students.

B. Personnel

- Mentor, evaluate, and directly supervise Middle School faculty.
- Support the hiring effort of faculty.
- Schedule and conduct regular faculty, parent and student meetings and conferences.
- Promote Professional Development and growth of faculty to ensure best practices in teaching and research-based educational knowledge supports student learning.

- Observe teachers on a regular basis to provide feedback and support as needed.
- Monitor and maintain records of faculty absences, personal time, and professional development.
- Manage substitute list, maintain substitute folders, and coordinate substitutes.

C. Education

- Ensure dynamic curriculum development and implementation.
- Supervise programs of the school (academic, athletic, and extracurricular); monitor curriculum, grading, assessments, and reporting to parents; to prepare for periodic program evaluations by accrediting agencies; and establish disciplinary policies and standards of conduct.
- Manage a robust, research-supported student pre and post assessment process and ensure faculty, students and parents understand the central role of data-driven, student-centered curricula.
- Create class groupings, schedules and student placement consistent with student profiles and learning needs.
- Observe classes for appropriate student placement and effective curriculum implementation.
- Carry out a system of quality, diagnostic school reports and informative parent conferences approved by the Director of Teaching and Learning.
- Supervise academic content and skill-based goals, benchmarks and outcomes.
- Ensure that student files are maintained with high standards of completeness and confidentiality.
- Schedule and attend parent/teacher conferences. Schedule attendance of all relevant faculty.
- Manage a comprehensive transition process for students and families exiting the program.
- Guide faculty in curriculum selection and ordering of all educational materials.

Qualifications

The ideal candidate will have;

- A passion for teaching and learning
- A commitment to academic excellence and the nurturing of students with language based learning differences like dyslexia
- Administrative experience within a setting designed to serve students with language based learning differences, like dyslexia.
- Outstanding communication and interpersonal skills and a collaborative leadership style
- Proven excellence in leadership and organizational skills
- A Master's degree in Special Education, Leadership or Administration
- A minimum of five years teaching, administrative and facilitative experience in an independent school environment is desired.
- Knowledge and experience working in an environment associated with learning differences is highly desired.

- An ability to communicate effectively, read and interpret both written and oral information, and provide clear directions, explanations and correspondence.
- Exceptional problem solving and strategic thinking skills

Compensation is commensurate with qualifications and experience; medical benefits are included.

Send a letter and resume and the names and contact information for 3-5 references to teach@chartwell.org by May 15, 2022 for the earliest consideration.

About Chartwell

For nearly 40 years, Chartwell School has been educating students, who have been diagnosed with a specific language-based learning disability, in a way that provides them with the academic skills necessary to be successful in future educational endeavors. We believe that all of our students are capable learners who can discover new pathways to learn skills and apply knowledge. Chartwell offers a full academic program, with well-structured, multi-sensory teaching in all classes. Our fully accredited curriculum includes all areas of reading and language instruction, mathematics, social studies, science, health and fitness, the arts, technology, and a wide array of enrichment activities. Students build academic skills one layer at a time. Each layer integrates higher order thinking, creativity, perseverance and practical problem solving. Chartwell teaches students to overcome academic challenges and helps them grow in self-reliance, character, and respect for the effort and abilities of others.

Mission

Chartwell empowers students with dyslexia and associated learning differences to unlock their full potential. We provide a college preparatory, strength-based program that gives students the skills, strategies, tools and mindset needed to become successful lifelong learners. We share our expertise through partnerships and outreach initiatives to transform education.

Vision

Chartwell aspires to show the world that young people with language-based learning differences and diverse learning styles and profiles can be among the most creative, productive and valuable members of any community. We further aim to inspire others to get to know, understand and value these students from very young ages and to help them realize their full potential. We seek to see them develop into confident young people and adults, committed to lifelong learning and equipped with the knowledge, skills and social and emotional competencies to achieve their goals.

Chartwell School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation,

and training.