



**SOUTHERN TEACHERS**  
A G E N C Y

**Director of Upper School**  
**Atlanta Girls' School**  
**Atlanta, Georgia**  
[atlantagirlsschool.org](http://atlantagirlsschool.org)

**Southern Teachers** is assisting Atlanta Girls' School as it seeks a Director of Upper School who will be an integral part of the senior level administrative team, responsible for the daily operations and decorum of the Upper School division and, in partnership with the Assistant Head, the development and implementation of the academic, extracurricular, and athletic programs within the framework of the school's mission statement and goals.

Serving as the educational leader of the Upper School, the Director will provide a supportive environment in which learning can take place and a school climate which reflects high morale; jointly develop a vision and identity for the Upper School which is developmentally appropriate and which fits into the sequence of an all girls' grade 6-12 community; and coordinate with department heads and senior administration on the hiring process within the Upper School. She or he will observe, supervise, and help evaluate the Upper School faculty in the development and implementation of curriculum; oversee the teaching process and review and evaluate the academic programs; establish programs for the orientation of new teachers and for in-service training of all teachers; be a visible presence in all areas of the school; develop positive relationships with students, faculty, parents, and the administration; be familiar with every student's academic and extracurricular program and social and emotional health; work toward resolving problems as they arise; and keep the Head of School informed of the general programs, activities, and concerns of the division. The Director will also assist in the admission process; coordinate the co-curricular and extra-curricular activity programs of the Upper School; assist in maintaining a comprehensive calendar of school events; establish guidelines for proper student conduct and dress and maintain student discipline consonant with school policies; and meet regularly with the Director of Middle School and the Associate Head of School to develop, monitor, and revise the academic program and goals of the school.

The ideal candidate will have a master's degree in educational, organizational, or school leadership; at least three years of demonstrated administrative experience as an academic leader at the upper school level; significant experience with and knowledge of upper school students, their developmental needs, and upper school curriculum; excellent oral and written communication, interpersonal, organizational, collaborative, and management skills; flexibility and imagination; and proficiency in Apple operating systems, Microsoft Office, and learning management systems such as Blackbaud, Haiku, and Google Office.

Atlanta Girls' School is the only independent school for girls in Atlanta, serving girls in grades six through twelve. AGS authentically lives its mission by providing a challenging college-preparatory program in a learning environment designed to foster the full potential of each student and to enable her to become a vital contributor to our complex global society.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2019.