



SOUTHERN TEACHERS

A G E N C Y

Assistant Principal, Middle School Sidwell Friends School Washington, D.C.

sidwell.edu

Southern Teachers is assisting Sidwell Friends School as it seeks an experienced Assistant Principal to help oversee the daily operations and long-term projects of its Middle School division (grades 5-8). Reporting directly to the Middle School Principal, the Assistant Principal is a member of the Middle School administrative staff, serves on various committees, and works collaboratively to support faculty, students, parents, and program.

The Assistant Principal helps set a tone of appropriate Quaker Middle School education. He or she, along with the Principal and Department Heads Committee, builds the Middle School master schedule and Middle School and all-school master calendars; coordinates and communicates schedule changes; and helps to plan special schedules. The Assistant Principal is available as a resource to faculty and encourages and ensures their professional growth; oversees the orientation and mentoring for new faculty; develops the agenda for and clerks the Department Heads Committee; assists with hiring and scheduling substitute teachers; and proofreads all student reports. He or she is responsible for grades 7/8 student schedules; coordinates the transition processes from grades 4-5 and 8-9; handles student discipline; is a member of the Student Support Committee; and shares in enrollment and placement decisions with the admissions department and Lower School and Middle School faculty. Additionally, the Assistant Principal facilitates an effective partnership with parents; communicates with parents about the Middle School program; coordinates and participates in family conferences; and works with parents to plan special events. The Assistant Principal is fully engaged in the school community and is expected to attend evening and weekend school functions. This is a 12-month, full-time position.

The ideal candidate will have a master's degree, at least five years of classroom teaching, three years of experience in administration or leadership roles, and experience with data management systems. He or she will have a deep understanding of the academic and social needs of pre-adolescents; experience in curriculum development and assessment; understanding of best practices in the classroom; strong organizational skills; and the ability to communicate effectively with all school constituents including students, faculty, staff, and parents.

Founded in 1883, Sidwell Friends is a co-educational Quaker day school housed on campuses in northwest Washington, D.C., and Bethesda, Maryland. Serving over 1,100 students, the school has long been known for its strong academic programs, its commitment to diversity, and its emphasis on environmental stewardship. Beginning in 2006, renovations and additions to the shell of the original 1950 Middle School signaled the beginning of an era of green architecture at Sidwell Friends. The newly renovated structure became the first LEED Platinum K-12 school building in the world because of its innovative green technologies. A LEED Gold Athletic Center opened in 2010, and a LEED Platinum Meeting House and Arts Center opened in 2011.

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.