



SOUTHERN TEACHERS

A G E N C Y

Head of Middle School Webb School of Knoxville Knoxville, Tennessee

webbschool.org

Southern Teachers is assisting Webb School as it seeks a visionary leader to head its Middle School, comprised of 276 students in grades six through eight. Working closely and collaboratively with two other division heads and reporting to the President, the MS Head provides vision for the MS curriculum and oversees its implementation, as well as all leadership and social programs for MS students. He or she works closely with the Lower and Upper School Heads to ensure students' seamless transitions from prekindergarten through grade twelve. He or she supervises MS teachers, conducts their evaluations, creates opportunities for professional growth, maintains an effective learning environment, leads weekly meetings with grade teams, and makes recommendations to the President regarding the hiring, retention, and assignment of faculty.

The MS Head focuses on students' personal, social, and emotional education as well as their academic achievement. As chief articulator for the Middle School, the MS Head creates and distributes a weekly newsletter, plans and leads parent information meetings, facilitates discussions regarding developmental processes and expectations, and assists the Parent Advisory Council on parent educational programming. He or she leads the MS Admissions Committee, hosts admission tours on campus, and helps the Director of Admissions evaluate candidates. The MS Head oversees the advising program, works with the Athletic Director to ensure a comprehensive program for MS students, and serves on the Administrative Council and on a variety of school-wide committees.

Candidates must have at least five years of administrative and supervisory experience as a middle school division head or assistant head, as well as teaching experience. Candidates with advanced degrees and experience with curriculum design are preferred. The MS Head must be an effective communicator who can articulate the distinctive features of the MS program and a team-builder and collaborator who will demonstrate a strong commitment to shared values among faculty, students, and parents, who offers insight about ways to shape a distinctively interesting MS culture. He or she must love middle school students and be committed to excellence in education and to teachers' ongoing professional development. He or she must exhibit intellectual curiosity, energy, integrity, empathy, enthusiasm, a sense of humor, appreciation for innovation and creativity, and eagerness to be visible to the school community. The MS Head must welcome input and questions from students, teachers, and parents and be actively involved in the life of the school, including participation in and visibility at school events and programs.

Webb is a coeducational day school in the greater Knoxville area. Its mission is to fully nurture the potential of each individual and to prepare students to serve as leaders in tomorrow's world. This preparation emphasizes the development of critical, creative, and socially conscious thinking; a strong sense of honor and personal integrity; the ability to interact with others in a respectful and productive manner; and the desire to make a contribution to the world community.

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 2017.