

Middle School/Upper School Head:

Reporting to the Head of School, The Calverton School in Huntingtown, Maryland is seeking a full-time Middle School/Upper School Division Head for the 2024 - 2025 school year. This individual will be responsible for developing, implementing, assessing, and modifying as necessary a dynamic student-centered experience for students in grades 6 through 12.

Responsibilities and Essential Functions:

- Maintain congruency between the school's mission statement and all activities of the MS and US divisions.
- Act as the educational leader of the Middle and Upper School divisions, responsible for its day-to-day operation.
- Leads, devises, and implements division's programs, expectations, behavioral guidelines.
- Observes, supervises, and evaluates middle school and upper school faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
- Lead the academic policies in the articulation of the school mission, school goals, department goals, course objectives, materials, methods and means of assessment.
- Provide a positive and supportive learning environment for all students.
- To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs.
- Oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees. Department meetings are hosted at least monthly.
- Make recommendations to the head of school regarding the hiring and retention, and the assignment of faculty.
- Establish and lead programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the entire school community informed of various school programs and activities.
- Provide academic guidance of students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement. Meet with each student regarding course choices, academic guidance, and planning.
- To be a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the head of school informed of the general programs, activities, and problems of the school.
- Prepare a master school class schedule and to assign teachers and students to classes and other obligations.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.

- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.

Qualifications:

- Master's degree in education or administrative education, or related field.
- 2-3 years of IB Programme teaching experience; IB Coordination preferred
- Training and Coursework in leadership, academic leadership
- Organizational skills
- Minimum of 2 years of experience in leadership role
- Enthusiasm for working with middle and high school students.
- Educational philosophy that aligns with the mission, values, and vision of Calverton
- Proficient user of technology
- Collaborative and effective communication in working with students, teachers, administrators, and families.
- An ability to contribute positively to a student-centered learning environment.
- Must pass Federal and State background check along with MSDE Employment History Review

About The Calverton School:

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students aged 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare them for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

To apply:

Interested candidates should send cover letter, resume, and names of three professional references to Pam Brooks at pbrooks@calvertonschool.org.