



# Columbus Academy

## Associate Head of Middle School

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks an Associate Head of Middle School with responsibilities to begin July 1, 2021.

The Associate Head of Middle School is a highly visible community leader who serves to support and assist the Head of Middle School in overseeing the division as well as advancing the mission and philosophy of Columbus Academy in general and the Middle School in particular.

To fulfill this responsibility, the Associate Head of Middle School must have a thorough understanding of scheduling and keep current with the day-to-day operations of the school by meeting with the Head of Middle School, Dean, teachers, students and parents, attending appropriate department and grade-level meetings, collaborating with various divisions and departments, and keeping up to date with the student organizations and activities active within the division and across the campus.

The successful Associate Head of Middle School will:

- Respond to requests from students and parents for assistance on any school-related matter
- Assist teachers who request information, guidance or advice on any school-related matter
- Collaborate with the Head of Middle School to develop an efficient schedule of classes, making effective use of staffing, facilities and resources
- Work closely with the Dean of Middle School to manage behavioral issues or disciplinary consequences, and communicate decisions to parents and students in a timely manner
- Assist the Head of Middle School, the Middle School Team Leaders, and the Curriculum Committee to continue to refine the Middle School's curriculum
- Work with Lower and Upper School Associate Heads to ensure that students make a smooth transition from grades 5 to 6, and from grades 8 to 9
- Review and update staff and student handbooks
- Compose informational messages, letters or reports to faculty, students and parents, as needed

**Qualifications** (preferred candidates will possess the following qualifications):

- Bachelor's degree required, graduate degree preferred
- Teaching experience in Middle School
- Experience in an independent school with leadership responsibilities preferred
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning
- Ability to collaborate with others and to creatively solve problems
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

**Physical Conditions** (candidates must be able to manage the following conditions):

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals in classroom, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.