

Job Title: Director of Upper School
Position Type: Full-Time
Reports to: Head of School



MISSION

The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21st century—and accessible to students regardless of economic circumstance.

RESPONSIBILITIES

- Supports and upholds the philosophy of the mission of the school.
- Is responsible for the safety and well-being of students and staff in Grades 6-12.
- Works closely with fellow administrators to coordinate all aspects of Upper School programming: curriculum, faculty development, student discipline, and advising.
- Educates Upper School teachers in effective pedagogical and classroom management methods.
- Evaluates Upper School teachers with effective instructional methods.
- Assumes an integral role in recruiting new faculty.
- Evaluates student performance at the end of grading periods and provides proper feedback.
- Maintains accurate and complete records of students’ academic and disciplinary progress.
- Proofreads and edits all teacher comments on progress reports and report cards.
- Communicates necessary information regularly to students, colleagues, and parents regarding student progress, needs, and concerns with clarity and in a timely manner.
- Models intellectual curiosity, critical thinking, self-motivation, self-discipline, competence, honesty, responsibility, and respect for others in every aspect of the job.
- Counsels students and staff to improve performance, health status, and a variety of personal issues.
- Oversees the Advisory program for grades 9-12.
- Sustains safe, positive, disciplined, and healthy educational environment by establishing, following, and enforcing standards and procedures.
- Monitors students in a variety of educational environments outside the classroom (e.g., Dining Hall, school grounds, hallways, field trips, etc.) to provide a safe and positive learning environment.
- Updates job knowledge by participating in educational opportunities, including travel.
- Reinforces and adheres to the Code of Conduct and policies and procedures of the school.
- Leads divisional meetings and participates in department, school, and parent meetings.
- Preserves confidentiality regarding school matters.
- Collaborates with colleagues to enhance the work setting and to support instructional planning.
- Attends school functions, special events, student social and athletic activities as required.
- Joins annual grade level overnight field trips and leads grade level retreats.
- Responsible to oversee all graduation activities.

Education and Experience

- Required: bachelor's degree or higher from an accredited institution.
- Preferred: master's degree or higher from an accredited institution.
- Possesses relevant teaching experience.
- Maintains and improves own professional knowledge and skills.
- Meets staff development guidelines as set forth by the school.
- Demonstrates knowledge instructional strategies, and curriculum differentiation.

Skills Needed

- Able to communicate effectively both orally and verbally.
- Able to work well with others in the school community.
- Able to handle multiple tasks simultaneously.
- Able to pace and differentiate instruction.
- Able to motivate and engage students in the learning process.
- Able to organize and relate information in an understandable format.
- Able to use job appropriate technology.
- Able to think and plan critically.
- Able to perform basic math, including calculations using fractions and percentages.
- Able to maintain composure and avoid displays of anger.
- Able to be flexible with changes in schedules.
- Able to be self-motivated and display a high energy level.
- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner.

Physical Requirements

- Required to teach a minimum of 6 hours/day.
- Required to work in standard classroom and school conditions.
- Required to maintain professionalism in dress and hygiene.
- Required to manage high to moderate levels of stress.
- Required to work some nights and weekends.
- Required to sit, stand, bend, stoop, reach, grab, pull, carry objects of 25 pounds, hear, see, and speak on a daily basis.
- Required to work under limited supervision.
- Required to perform other related duties, as assigned, to ensure the efficient and effective functioning of the school.