



Charles Wright Academy

7723 Chambers Creek Road West
Tacoma, WA 98467-2099
253/620-8300
www.charleswright.org

Middle School Director

Posting Date: December 13, 2018

Application Deadline: January 15, 2019

Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in pre-kindergarten through 12th grade. The only coeducational independent PK-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Charles Wright's Middle School is a central part of the school's program. It currently enrolls 178 students, 35% of whom are students of color, and 8 of whom are international students residing with local host families. Charles Wright's Middle School draws students from a geographically broad area spanning four counties in the South Puget Sound area.

Our Mission Statement: Charles Wright Academy provides a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.

Summary:

This is a full time, 12-month, exempt position that reports to the Head of School. The Middle School Director is a member of the school's Senior Leadership and Academic Leadership Teams, and reports directly to the Head of School. They will supervise the Middle School Assistant Director, Registrar/Administrative Assistant, Learning Support Specialist, Counselor, and Middle School faculty.

Responsibilities:

1. Lead the Middle School with a focus on the continuous improvement of its program and student experience.
2. Serve as part of the school's JK-12 Student Support Team and the Middle School Student Support Team.
3. Supervise and evaluate Middle School faculty, with support from department chairs
4. Partner with the Director of Enrollment Management to achieve and maintain full enrollment in the Middle School through active communication, meeting with prospective parents, and the delivery of a high-quality experience in line with the school's mission.
5. Foster a culture of learning, innovation, and growth, and professionalism for all educators in the division.
6. Support the school's clear commitment to care for all students, employees, and families, regardless of race, religion, national origin, sexual orientation, or gender identity; Foster an inclusive culture that affirms the value of all students and teaches them to be a constructive citizen in a pluralistic society.

7. Manage hiring processes for new Middle School Faculty in collaboration with department chairs and HR.
8. Supervise the development of the Middle School's academic schedule and of individual student schedules.
9. Manage department chairs in collaboration with the Assistant Middle School Director, and co-chair department chair meetings
10. Coordinate with the liaisons to the Parent Association and run monthly Middle School Family Meetings;
11. Oversee and publish Middle School Newsletters and other communications to Middle School families and students;
12. Organize and oversee New Family / Student Orientation, Back-To-School Night, and Family Conferences each year;
13. Plan and run Middle School faculty meetings
14. Manage the Middle School budget;
15. Actively engage in the life of the school community, including attendance at after school arts and athletics events.
16. Be an accessible and visible presence in the hallways and the general life of the school.

Living in Tacoma:

Located nearly halfway between Seattle and the state capital of Olympia, Tacoma is the third largest city in Washington and the heart of Pierce County. The city provides the cultural, educational, and economic amenities of a highly urban area with the quality of life, cost of living, and sense of community typically associated with a smaller city. Tacoma was recently featured in Sunset Magazine as one of "20 Game-Changing Places To Live." As the article put it, "the former shipping and manufacturing powerhouse has seen an influx of creative Left Coasters making new use of once-defunct warehouses—and enjoying the port's down-to-earth allure." Despite this, housing costs in Tacoma are 61% less than in Seattle. The next Middle School Director will be able to select from a wide variety of desirable neighborhoods.



Qualifications:**Required Qualifications:**

1. Bachelor's degree, a master's degree is preferred.
2. Experience teaching in a JK-12 classroom, preferably in an independent school.
3. Proven track record of successful leadership, collaboration, and innovation.
4. Experience successfully coaching and training faculty.
5. High ethical standards and discretion
6. Flexibility to work some nights and be present at specially scheduled weekend events.

Preferred Qualifications:

1. An experienced educational leader, though not necessarily a sitting Middle School Director;
2. An educator knowledgeable about, and committed to, the social, emotional, and academic needs of early adolescents;
3. A community builder who can foster inclusion and strengthen connections in ways that meet the developmental needs of middle school students;
4. A creative leader who both stimulates and supports learning, experimentation, and innovation among faculty;
5. An innovator aware of the ways for middle school classrooms to embody a student-centered approach;
6. A capable manager of a busy division with many moving parts;
7. A steady, fair hand in upholding student discipline and behavior and employee performance standards;
8. An educator who values athletics, the arts, and experiential education;
9. A rooted presence who can foster an environment of respectful, balanced dialogue in an era of cultural and political polarization;
10. A leader with a demonstrated commitment to, and ability to advance, diversity and inclusion;
11. A model of balanced, healthy, and high-performance leadership
12. An empathetic person who listens to students (even when they disagree with them) and is committed to their growth in mind, body, and spirit.

Salary/Benefits:

Salary is competitive with other independent schools in the Pacific Northwest. Compensation includes a comprehensive benefits package to employees and their families designed to provide choice, flexibility, and value. In addition to health (medical, dental, vision), life and disability insurance, and a flexible spending account, we offer participation in the Academy's 403(b) retirement plan, including a generous employer contribution once you meet eligibility, paid time off, tuition remission for immediate dependents, subsidized lunches, and professional development.

Application Process:

Interested candidates should send a letter of interest and resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to "Upper School", using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.