

POWHATAN SCHOOL

49 POWHATAN LANE

BOYCE, VA 22620

(540) 837-1009 ♦ (540) 837-5061 Fax

“We learn not for school, but for life.”

MIDDLE SCHOOL DIRECTOR

Powhatan School is a pre-kindergarten through eighth grade coeducational, independent day school located near Winchester in the beautiful Shenandoah Valley of Virginia. Founded in 1948 and accredited by the Virginia Association of Independent Schools, Powhatan is situated in a rural setting on 67 acres of land in the town of Boyce in Clarke County. Our student body draws from a broad geographical area consisting of three states and seven school districts. Our families come from Virginia (Clarke County, Fauquier County, Frederick County, Loudoun County, Warren County and Winchester City), Maryland, and West Virginia

Powhatan’s educational philosophy views elementary and middle school as important steps in a lifelong learning process that is to be cherished in and of itself. With an emphasis on a literature-based curriculum, the school offers opportunities for intellectual enrichment and personal growth through study that crosses the academic disciplines. With a strong math and science program, we provide instruction in music, art, drama, public speaking, athletics, and computer technology as well as participation in extra-curricular activities.

Powhatan School believes that successful education creates lifelong learners who use their knowledge, creativity, and skills to be confident students in an ever-changing world. ***We learn not for school but for life*** is our guiding principle.

- To maintain congruency between the school’s board-approved mission statement and all activities of that division.
- To act as the educational leader of the school division, responsible for its day-to-day operation.
- To function as the chief articulator of that division’s programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed.
- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, to help teachers set yearly goals, and to review and evaluate the academic programs.
- To provide an environment in which learning can take place; a school climate which is supportive and which reflects high morale.
- 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.
- To make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- To assist with planning the orientation of new teachers and for in-service training of all teachers.
- To evaluate classroom teachers, ensuring that teachers are familiar with and adhere to school policies in all areas of the school operation.

- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To 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.
- To oversee the coordination of co-curricular and extra-curricular activity programs of the school; to 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.
- To provide for the academic guidance of students by helping to maintain complete academic records on all students; to oversee the grading and the reporting of student progress; to coordinate, evaluate and proof read report cards and follow-up conference reports.
- To be responsible for establishing guidelines for proper student conduct and dress; to maintain student discipline; to monitor students' adherence to established school rules.
- 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.
- To prepare, in coordination with Lower School Director, a master school class schedule and to assign teachers and students to classes and other obligations.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To assist in the admission process for the testing, interviewing, and evaluation of applicants for enrollment.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.
- To teach in the Middle School.

QUALIFICATIONS:

- Master's Degree
- 5-10 years teaching experience (middle school preferred) and/or administrative experience

Powhatan does not discriminate on the basis of race, gender, color, national and ethnic origin in its hiring practices and in the administration of its educational policies.

Member of NAIS and VAIS

Please send resume/cover letter to:

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 Head of School
 Powhatan School
 49 Powhatan Lane
 Boyce, VA 22620
suescarborough@powhatanschool.org