



Associate Head - Middle/Upper School

Reports to: Head of School

Supervises: Director of Education - Middle/Upper School, Transition Coordinator

Position Summary:

The Associate Head - Middle/Upper School plays a critical leadership role in the oversight and management of the middle and upper school divisions. This role supports the Head of School in fostering a positive, inclusive, and academically rigorous environment while directly supervising key academic and student support leaders. The Associate Head ensures the alignment of curriculum, instruction, and therapeutic services with the mission and strategic vision of the school.

Key Responsibilities:

School Leadership & Administration

- Collaborates with the Head of School to uphold the school's mission and strategic goals.
- Leads the daily operations of the middle and upper school, serving as a key point of contact for faculty, families, and students.
- Promotes a positive, student-centered school culture that emphasizes inclusivity and academic success.
- Participates in the development of school-wide policies, procedures, and programming.

Team Supervision & Departmental Oversight

- Supervises and supports the:
Director of Education (Middle/Upper School) to ensure high-quality curriculum implementation, instructional excellence, and teacher support.
Transition Coordinator to guide individualized planning for student transitions to post-secondary settings and promote independence skills.
- Conducts regular check-ins and performance evaluations and provides coaching and development for each direct report.

Instructional & Programmatic Support

- Ensures that the educational program is appropriately aligned with New York State standards and best practices for students with diverse learning needs.
- Collaborates with instructional leaders to support the design and delivery of rigorous, differentiated instruction.
- Facilitates the implementation of accommodations and modifications across content areas and grade levels.

Student Support & Culture

- Oversees behavior support plans and positive discipline strategies.
- Engages with students and families to address concerns and ensure holistic support for each learner.
- Promotes equity, empathy, and social-emotional growth throughout the student experience.

Professional Development & Collaboration

- Supports professional development planning in collaboration with school leadership.
- Leads and participates in leadership meetings, contributing to strategic planning and cross-departmental initiatives.
- Collaborates with Admissions, the Head of School, and other administrative staff on student placement and class planning.

Family & Community Engagement

- Serves as a liaison between home and school for middle/upper school families.
- Participates in school events, parent meetings, and community-building initiatives.
- Communicates clearly and regularly with parents regarding school policies, student progress, and programming updates.

Qualifications:

- Master's degree in Education, Educational Leadership, or related field.
- Minimum of 5 years of experience in education, including at least 2 years in a leadership or supervisory role.
- Background in special education strongly preferred.
- Demonstrated ability to lead teams, mentor professionals, and collaborate across departments.
- Strong interpersonal, organizational, and communication skills.
- Deep understanding of the academic, social, and emotional needs of neurodiverse learners.