



WARDLAW+HARTRIDGE

Middle School Director

Position Description

OUR MISSION

The Wardlaw-Hartridge School prepares students to lead and succeed in a world of global interconnection. We provide an educational atmosphere characterized by academic challenge, rigorous inquiry, support for individual excellence, diversity, and a familial sense of community.

WWW.WHSCHOOL.ORG

THE WARDLAW-HARTRIDGE SCHOOL IS SEARCHING FOR ITS NEXT MIDDLE SCHOOL DIRECTOR, TO BEGIN JULY 1, 2021.

Founded in 1882, Wardlaw-Hartridge is one of the nation's top independent day schools. The school serves 465 students in Pre-Kindergarten through Grade 12. Students come to the 36-acre campus from throughout New Jersey and the Greater New York City area.

As Wardlaw-Hartridge has reshaped itself over the years, the school has become an exceptionally diverse and inclusive community, enrolling students of all creeds, colors, and economic backgrounds. While there have been important changes in the school's name, location and configuration over the years, Wardlaw-Hartridge has continued the tradition from its earliest days of preparing its students for success in college and leadership in life through personal attention to the growth of each student.

Middle School students at Wardlaw-Hartridge are nurtured and supported as they assume more responsibility, learn to take risks, tackle academic challenges, engage with the world around them, and take initiative. Hands-on learning and energetic student involvement are encouraged in the Middle School. An advisee/advisor system builds bonds between students and faculty while continuing to nurture the bonds between parents and faculty established in the Lower School. Annual highlights include the Middle School Shakespeare Festival, an 8th grade Capstone multi-disciplinary research project, and a speech program to develop critical public presentation skills.

The new Middle School Director will work under the supervision of the Associate Head of School for Lower and Middle School. Together with the Lower School Director, they will ensure that the school operates carefully to provide an outstanding teaching and learning experience on a daily basis. The Division Directors will also support the Associate Head's efforts to enhance curriculum development, pedagogy, professional development and coherence of the entire program from PreK-8.

BY THE NUMBERS:

Total Enrollment: **465**

Middle School Enrollment: **100**

Middle School Faculty & Staff: **16**

Middle School Student/Teacher Ratio: **7:1**

Middle School Average Class Size: **14**





EDISON, NEW JERSEY

The Wardlaw-Hartridge School campus rests on 36 acres in the township of Edison, New Jersey. The fast-growing town of 100,000 residents has been included in CNN Money Magazine's "Best Places to Live in the United States" list and is highly regarded as a great place to live and raise kids. The town was named for its most famous resident, Thomas Edison, who had his home and laboratory in the Menlo Park section of the town.

Today, Edison and the surrounding areas draw industry from around the world, and the vibrant, diverse community reflects the global interest in putting roots in the area. It is a rapidly growing, diverse community that continues to build on its history.

CAMPUS & FACILITIES

The 36-acre Wardlaw-Hartridge Campus includes:

- Performing Arts Center
- The Center for Global Learning, housed in the upper floor of a two-story library
- Multimedia technology room and video/broadcast studio
- two gymnasiums
- indoor swimming pool
- two turf fields (soccer and lacrosse), two grass soccer fields, a baseball field and a softball field
- eight tennis courts
- fitness center





JOB RESPONSIBILITIES FOR THE MIDDLE SCHOOL DIRECTOR INCLUDE:

- Lead grade level, divisional, and other faculty meetings
- Participate in the process of hiring faculty and staff
- Work effectively with Department Chairs
- Observe and mentor the teaching faculty
- Work proactively to cultivate a community of inclusivity and respect, communicating and modeling these expectations for students and faculty
- Manage student discipline matters, seeking the input or involvement of the Associate Head of School where appropriate, and the general handling of discipline and conduct matters with teachers, students, and families
- Lead and organize the advising program in the Middle School, a linchpin of Wardlaw-Hartridge's Middle School program
- Serve as an active member of the Middle School CORE Team, encompassing the Associate Head of School for Lower and Middle School, the Middle School Learning Specialist, the School Nurse, and the School Counselor
- Conduct meetings and communications as needed with parents regarding academic and social issues, student discipline, and other matters
- Conduct regular meetings with the Grade Coordinators
- Lead and coordinate the Middle School service learning program
- Lead and coordinate coherent, innovative, relevant and interesting co-curricular programming for students through Middle School electives
- Serve on the Middle School admission team, which at different times may entail speaking at information sessions and transition events, prospective student interviews and reading of application files
- Provide logistic oversight for daily school organizational functions, including (but not limited to):
 - Organize and oversee implementation of schedules, calendars, and general events
 - Assign colleague duties
 - Assist with planning and organizing the school day and year to provide for efficient operation
- Stand in for the Associate Head of School for Lower and Middle School in her absence
- Teach 1-2 sections of a course or serve in another leadership role, including the possibility of DEI coordinator
- Other duties as assigned by the Associate Head of School





EXPERIENCE & QUALIFICATIONS FOR THE NEXT MIDDLE SCHOOL DIRECTOR

- Excellent written and oral communication skills
- Strong organizational skills
- Substantive administrative experience at an independent school or comparable academic program and a record of collaboration as a school faculty member
- Familiarity with best practices in middle school education
- Advanced degree preferred

THE NEXT MIDDLE SCHOOL DIRECTOR WILL BE

- A relationship-builder ready to work with faculty, administration, students and parents within and across school divisions
- An experienced professional with demonstrated success in leading, managing and cultivating positive, productive teams including the ability to work collaboratively and flexibly around challenging topics and issues
- An individual who maintains and models high standards for professionalism, committed to continually improving and developing one's own practice
- An educator who will interact in age-appropriate ways with all student ages relevant to the Middle School division

TO APPLY

Please send a full resume, a letter of interest that addresses how your experience and interests will meet the challenges and opportunities of this position, and the names and contact information for at least five professional references.

SUBMIT MATERIALS ELECTRONICALLY TO:
WH-MiddleSchool@ies-consulting.org

CONTACT



DR. GEORGE CONWAY
President, IES Consulting
gconway@ies-consulting.org
434-981-3784