The University of Chicago
Job Description

Department Title: Interim, Assistant Principal, Middle School
HRS Job Code: INTERIM
Division: Laboratory School
Reports to: MS, Principal

Job Summary:

The University of Chicago Laboratory School seeks an Assistant Principal for Middle School to serve as a Middle School administrative team member. Reporting to the Principal, Middle School, the Assistant Principal is responsible for the safety and well-being of Middle School students, for supporting excellence in academic and co-curricular programs, aiding in curriculum development and supervision, assisting with faculty evaluation and professional development, for participating in the admission and enrollment processes, for participating in the planning and administering of the Middle School budget, and for assuring smooth relationships with the Lab Schools community - students, faculty, parents, staff, the University, and surrounding South Side communities. As a leader in the school, the Assistant Principal will also meet regularly with the Middle School faculty, the Principal, the Dean of Students, the Assistant Director of Schools, academic and administrative leadership, and the Parents’ Association.

Academic Administrators are expected to build deep relationships with students, families, faculty, and staff to foster a culture of community. We are looking for team members who will emanate optimism, solve problems collaboratively, reflect on how actions impact others, create an engaging and inclusive school culture, and share in the united pursuit of Lab’s mission.

Interim from August 2022 - November 2022

Responsibilities:

- Maintains congruence between the School’s mission, core values, and core beliefs and all activities of the Middle School.
- Supports Diversity, Equity and Inclusion work in the Middle School working with the Director, Diversity, Equity, and Inclusion to incorporate this work throughout the program.
- Supports the principal in providing instructional and organizational leadership, including the use of data to inform instruction and learning outcomes.
- Establishes a working relationship with the Lower School (3-5) and High School to support consistency across divisions.
• Works with the principal and dean of students to ensure a safe, engaging learning environment for all students.
• Provides support in improvement, development, and evaluation for instructional excellence
• Support and supervise the instructional program with resources, mentoring, and foster a positive climate of collaboration and educational progress
• Support and supervise the service-learning program and classroom instruction for connection to neighborhoods, other Lab divisions, and growth of community action
• A key leader in the orientation program for new faculty and provides continued support of faculty through the provision of professional development opportunities
• Serves as the school's advocate and regularly communicates with the Lab Schools community - students, parents, faculty, staff, the University, and the surrounding community
• Revises MS communications and publications as needed
• Constructs a master instructional schedule and assigns faculty within the schedule
• Supervise the planning of family-teacher conferences and grade reports.
• Advises the principal on faculty hiring and evaluation
• Manage enrollment, registration, and placement processes for middle school students, including the use of the student database.
• Support an effective online communication system within the Middle School faculty and staff; as a secondary step, assist the faculty in communicating with parents.
• Supervises the completion and submission of reports as required by the principal, the State Department of Education, and accrediting agencies.
• Participates in developing and managing the school budget
• With the principal and dean of students, organizes, coordinates and supervises major class trips
• Represents the middle school at Lab events

Competencies:

• Ability to interact with a diverse group of faculty, staff, students, and parents is required.
• Knowledge of diversity, equity and inclusion issues, and dynamics in the classroom and in developing healthy, supportive relationships with all students
• Strong knowledge of middle school pedagogy, curriculum content and adolescent development
• Knowledge of instructional methodologies and progressive educational principles required
• Ability to develop curricula, lesson plans, and assessment tools required
• Analytic skills using objective data required
• Problem-solving skills required
• Decision-making skills required
• Attention to detail required
• Organizational skills required
- Computational skills required
- Creativity and flexibility required
- Verbal and written communication skills
- Interpersonal skills required
- Ability to work independently and as part of a team
- Ability to manage stressful situations required
- Ability to maintain confidentiality required
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines required
- Ability to think strategically required

**Education, Experience, and Certifications:**

**Education:**
- Bachelor's degree required
- Master's degree preferred

**Experience:**
- At least 3 years as a teacher required
- At least 3 years of Middle School experience required
- Significant experience in creating, implementing, managing, and assessing educational programs preferred
- Previous experience as an Assistant Principal, Principal or equivalent administrative experience preferred
- Experience working in an independent school setting preferred
- Experience leading, developing and managing change Initiatives
- Supervisory and evaluation skills required
- Experience working with a wide range of students from diverse backgrounds such as race, religious affiliation, ethnicity, sexual orientation, learning abilities, class, language, and nationality

**Technical Knowledge or Skills:**
- Ability to use standard productivity software and student database software required. (Microsoft Office, calendar/scheduling software, learning management system - Schoology, PowerSchool, google docs)

**Required Documents**, should be sent to Ryan Allen, rallen@ucls.uchicago.edu:
- Cover letter
- Resume
- Professional references
- A brief statement of philosophy regarding:
○ Ways in which your qualifications can help Lab achieve its goals of inclusivity, equity, and diversity.
○ Approach to teaching
○ Particular interest in Middle School administration