

Head of Middle School Search

Charlotte Latin School

Charlotte, North Carolina

charlottelatin.org

Start Date: July 2025



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OVERVIEW

Nestled amongst 128 verdant acres in south Charlotte sits Latin - a coeducational, nonsectarian, independent day school serving more than 1,500 students in grades TK-12. Founded in 1970 by a group of parents seeking an inclusive school option where academic excellence is encouraged, leadership is cultivated, liberal arts are valued, and phonics-based reading is essential, Latin has since educated thousands of students in the importance of learning, citizenship, service to others, hard work, and Honor Above All.

Inspired by the enterprising and passionate leadership of the school's fifth Head of School, Chuck Baldecchi, Charlotte Latin is poised to fulfill the next phase of its educational mission as defined by [Latin Leads](#). This ambitious strategic plan is guiding the community's priorities through 2028.

Charlotte Latin seeks to promote individual development and civility in its students by inspiring them to learn, encouraging them to serve others, and offering them many growth-promoting opportunities. Guided by [six core values](#) of Honor Above All, Commitment to Excellence, Leadership, Respect for Oneself and Others, Personal Responsibility, and Moral Courage, highly skilled teachers and a supportive school community are focused on the success of each student's educational journey.

Thoughtfully devised, the curriculum builds on students' mastery of skills by each successive grade. High expectations are part of the Latin culture, yet the school is equally focused on a balanced learning environment that cares for the whole child, promoting the growth of each child's mind, body, and spirit. Problem-solving and project-based learning opportunities abound, and critical mission skills such as time management, teamwork, and resilience are woven throughout the curriculum.



with Honor, the school's campus-wide leadership development program. Latin's current strategic plan, *Latin Leads*, challenges the community to deepen the school's focus on leadership, a core value since its founding. Specific curriculum designed to foster leadership traits, behaviors, and skills beginning with its youngest learners, along with a well-defined [Portrait of the Latin Leader](#), ensure that students leave prepared to be both agents of change and responsible citizens.

A thriving arts and athletics program rounds out a rigorous academic experience. More than 80% of students participate in the nationally recognized arts program, and 86% of students in grades 7-12 play at least one sport. At Latin, a plethora of opportunities invite students to explore, discover, and become who they are uniquely meant to be.

Latin also proudly holds the honor of being the state's only Malone Scholars school. Malone Scholars schools are empowered to fund scholarships for motivated top students in grades 7-12.

Diversity, Equity, and Inclusion

Latin's mission and core values provide the foundation for a culture of inclusive excellence. Shaped by a culturally responsive education, students are taught critical thinking skills that are key to increasing self-awareness and consciousness of others. An emphasis on learning partnerships, deep reflection, and analyzing issues within the sociopolitical framework provides ample opportunities to think critically. The Latin community thrives on the creativity that arises from diverse points of view and aspires to foster a sense of belonging for every member.

Latin is dedicated to attracting and retaining the most talented educators, which is integral to providing the best possible education for its students. A sense of belonging requires that students "see" themselves amongst faculty members. A diversity initiative, Latin Fellows, transitions aspiring educators from underrepresented groups into the classroom through a co-teaching experience. Learn more about the school's diversity, equity, and inclusion programming [here](#).

At a Glance

- Founded: 1970
- Middle School Enrollment: 359
- Campus: 128 wooded acres, 22 gardens, lake, and multiple indoor and

outdoor academic, arts, and athletic facilities

- Students receiving financial aid: 12%
- Student-to-Faculty Ratio: 9:1
- Average MS Class Size: 19
- Mascot: Hawk

HEAD OF MIDDLE SCHOOL KEY RESPONSIBILITIES

Position Summary

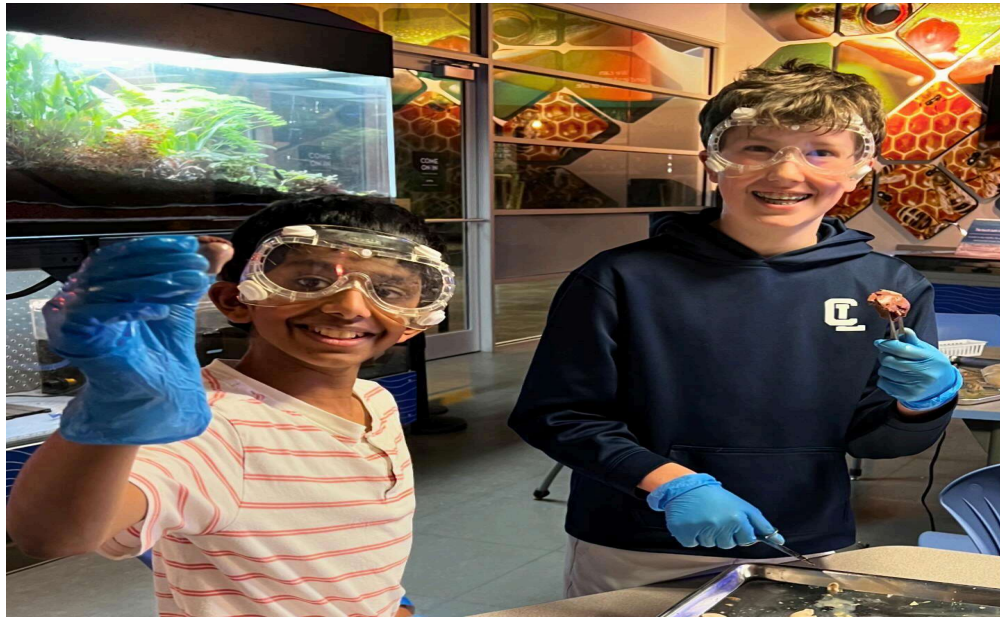
Starting in July 2025, the new Head of Middle School will join an experienced leadership team, leading a talented middle school faculty and a happy and curious student body. Reporting to the Associate Head of School, Dr. Sonja Taylor, the Head of Middle School will provide effective leadership and vision



for the middle school, guide and support the middle school faculty, embrace parents as partners, and create a sense of trust in the middle school community to provide an appropriately challenging and nurturing learning environment for early adolescents.

Core Responsibilities of all Division Heads

- Maintain congruence among the school's mission statement, strategic plan, and all division activities, ensuring consistency with the school's overall philosophy and direction.
- Be a visible presence in all division areas. Foster a welcoming, open, collaborative, reflective, and joyful school culture.
- Act as the visionary instructional leader of the division, reviewing and evaluating academic programs in collaboration with the Associate Head of School.
- Communicate regularly with and be available to parents to ensure the parent/school partnership.



- Observe, support, nurture, supervise, and help evaluate the faculty regarding connection with students, pedagogy, classroom management, collaboration with colleagues, professional growth, and overall adherence to school policies and procedures.
- Collaborate with teachers, fellow division heads, and other administrators to advance the division and maintain overall school congruence, including ensuring a culture of well-being, belonging, and smooth transitions for students throughout their middle school journey.
- Provide an orderly environment where learning can occur in a supportive school climate that reflects high morale. This includes serving as a member of the Crisis Response Team and working closely with key divisional leaders to prioritize student safety at all times.
- Oversee the daily operation of the division, including budget, calendar, class and teacher schedules, faculty meetings, and student conduct and discipline.
- Oversee the hiring process and make hiring recommendations.
- Partner with the Office of Enrollment Management to evaluate applicants and recommend admissions.
- Cultivate professional/collegial ties with other middle school heads, regionally and nationally.

Division-Specific Responsibilities

- Develop and articulate a shared vision for middle school based on a deep understanding of early adolescent development grounded in educational research and best practices for this age group.
- In partnership with the Director of Student Support and Wellness and counselor, coordinate information sessions, workshops, and other educational opportunities to support parents as they navigate their students' transition from childhood into early adolescence.
- Provide a strong and active advisory program, ensuring every student is known, supported, and appropriately challenged.
- Work closely with the Assistant Athletic Director in charge of middle school athletics.

The Middle School Team

The Head of Middle School leads a robust team of professionals who provide essential support and guidance to ensure the smooth operation and success of the middle school program. Reporting to the Head of Middle School are the Middle School Administrative Assistant, Assistant Head of Middle School, Middle School Dean of Instruction, and Middle School Dean of Student Support; each plays a key role in managing the school's academic and student support initiatives. Additionally, the Head of Middle School oversees the TK-12 Physical Education Department Chair, the Middle School Curriculum Chairs for English, History, Mathematics, Science, and World Languages, and the grade-level team coordinators for grades 6, 7, and 8. This team works collaboratively to foster an engaging, inclusive, and well-rounded middle school experience for students and faculty alike.

Qualifications and Personal Attributes

The ideal Middle School Head is an experienced, culturally competent, and emotionally intelligent leader who is passionate about excellence in education and fully engages in the life of the school. They communicate effectively with all constituents, demonstrating compassion, respect, and the ability to inspire others. Forward-thinking and strategic, they establish clear priorities and develop thoughtful, action-oriented plans. Committed to fostering an inclusive and engaging learning environment, they embrace both traditional and innovative instructional methods and stay informed about best practices in middle school education. As a humble yet confident collaborator, they build strong relationships with families, faculty, and staff, exemplifying professionalism, integrity, and maturity in all aspects of their leadership. The successful candidate will hold advanced degrees in a related field and show evidence of successful experience as a school administrator.



FOR CANDIDATES

In addition to a competitive salary, Charlotte Latin offers great benefits that include comprehensive medical, dental, and vision coverage, a 403(b) retirement plan with generous employer matching, and paid time off policies. An on-site Five Star Development Center, The Nest, is available to faculty and staff. Finally, employees also enjoy a 50% discount on meals on-site.

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.
- Latin is fully committed to a culturally diverse faculty, staff, and student body.
- The school is an equal opportunity employer. Latin does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristics or status.
- Please read your resume for accuracy before submitting it for this position. Candidates' academic credentials will be verified, and their social media presence will be thoroughly reviewed. Latin will conduct thorough background checks before finalizing an offer.

TO APPLY

To Apply Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Selected candidates may be asked to submit responses to writing prompts and a list of professional references to:

Rice Bryan
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