

Spartanburg

DAY SCHOOL

Middle School Head Spartanburg Day School – Spartanburg, SC July 2025

SCHOOL MISSION

To provide a superior educational experience, in a community of trust, that prepares students for a life well lived.

SCHOOL SUMMARY

Spartanburg Day School is a nationally recognized, nonsectarian school, enrolling approximately 550 students aged 2 to Grade 12. Under the leadership of Head of School, Dave Skeen, Spartanburg Day offers a vast array of academic and co-curricular options in a charming college town that is growing in the attractive South Carolina Upstate.

POSITION SUMMARY

The Middle School Head is an educational leader responsible for curriculum development and oversight, supervision and support of faculty, tracking and assuring student progress and achievement, and communicating with families of students. A key member of the leadership team, the Head of Middle School represents the middle school within the larger school community. A key role of the Middle School Head is to promote best practices in education to advance and enhance the education experiences of middle school students.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

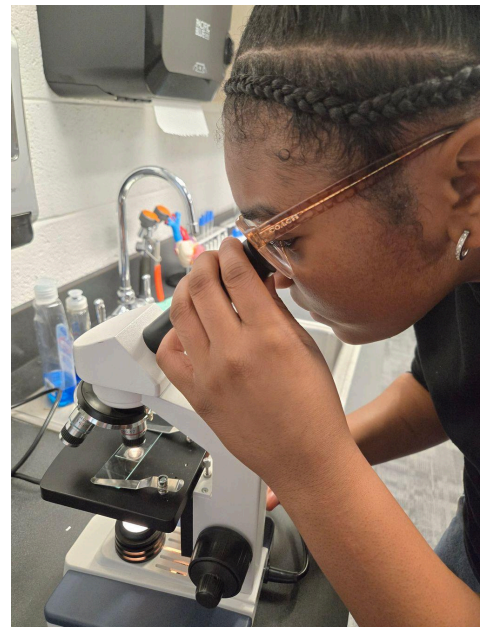
200 High Street, Suite 610, Boston, MA 02110

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ESSENTIAL FUNCTIONS

- Acts as the educational leader of the middle school
- Works with middle school faculty to fulfill the School's board-approved mission statement and insure that all middle school activities are consistent with that mission.
- Works with middle school faculty to develop, articulate, and implement curriculum, pedagogy, materials and assessment consistent with the developmental stages and abilities of middle school students.
- Serves as the voice of the middle school in articulating programs, expectations, and behavioral guidelines so that all constituencies are fully informed.
- Works in close collaboration with the heads of Lower and Upper School to assure communication between divisions, align vertical curriculum, and foster an environment in which the unique qualities of each division are recognized and understood by the entire school community.
- Promotes unity, harmony and cooperation among middle school faculty through respectful communication and recognition of their individual strengths and differences.
- Provides a climate that supports learning, reflects high morale, and promotes school spirit.
- Consults with all middle school teachers on best practices of classroom management, teaching methodology and general school procedures and culture.
- Promotes and engages in professional development.
- Observes, mentors, supports and evaluates faculty in accordance with the School's evaluation practices.
- Conducts regular faculty meetings that deal with school matters and encourage the stimulating exchange of ideas on issues of educational interest and concern.
- Works toward a resolution of all problems—both routine and unique—as they arise within the middle school and tracks them to completion.
- Keeps current with educational research.
- Nurtures diversity of all types.
- Recognizes the educational, physical, social, and psychological needs of middle school students and develops plans to meet those needs.
- Monitors performance of students; keeps consistent and reliable records, including thorough reports and accurate transcripts.



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- Is available to meet with parents to resolve pending concerns or issues and/or to suggest courses of action that parents should consider to enhance their child's academic, extra-curricular, and emotional experience.
- Communicates regularly with the head of school to keep him/her informed about the needs, accomplishments, and plans in middle school.
- Makes recommendations to the head of school regarding the hiring, retention, and assignment of faculty.
- Assists the admissions director in all phases of the admission process and conducts an orientation meeting with each incoming family; attends and presents at all admission open houses.
- Prepares middle school schedule; assigns teachers and students to classes.
- Oversees the middle school budget.
- Maintains a comprehensive calendar of middle school events and keeps the entire school community informed of those events.
- Helps organize and is present at all special middle school events.
- Attends all-school events, including seminars, community-building and fundraising events
- Performs other duties as assigned.

EDUCATION:

- a Master's degree and at least ten years' experience teaching in a middle school program, preferably in an independent school.
- highly effective communication skills with all school constituencies and the wider Spartanburg community.
- the ability to think critically and analytically and to solve problems
- the ability to work effectively and respectfully as a team member.



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EXPERIENCE:

- Leadership experience at the middle school grade level(s).
- Knowledge of child development and current research in the field.
- Proficient with technology, knowledgeable in technology trends and an advocate of technology integration in the classroom.
- Experience with curriculum development and evaluation,
- Experience as a teacher, mentor, and motivator.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Comfortable with evaluation as a process for continuous improvement.
- A life long learner.
- An individual with high energy and drive, approachable and professional, fair-minded, with excellent listening and communication skills.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the faculty member is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected) and, sometimes, to sit. The faculty is occasionally required to climb, stoop, kneel, crouch, or crawl. The faculty must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The faculty must frequently bend, reach above the head, as well as forward, and use fine motor skills.

WORK ENVIRONMENT

Duties are normally performed in a school environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.



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TO APPLY

Interested and qualified candidates should submit, and as separate PDF documents, the following materials:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.

Spartanburg Day School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the faculty member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Spartanburg Day School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.



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