

Head of Middle School

Grace-St. Luke's Episcopal School seeks a joyful, relational leader to guide a thriving Middle School community during one of the most dynamic stages of student growth.

The Head of Middle School at Grace-St. Luke's Episcopal School (GSL) serves as the educational and administrative leader of the 5th-8th grade division, responsible for guiding the academic program, supporting faculty, nurturing student growth, and building strong, trusting relationships with families. Reporting directly to the Head of School, the Head of Middle School works collaboratively with other division leaders (Preschool and Lower School) as part of the Academic Leadership Team to advance the mission of GSL and ensure alignment across the school.

The Head of Middle School leads a talented team of educators who are committed to preparing students for high school as they navigate the intellectual, social, and emotional transitions of adolescence. The Middle School program emphasizes strong academics, character development, advisory, responsible citizenship, and the Episcopal identity of the school. The ideal candidate will balance strategic vision with daily presence, fostering a community where students and faculty feel known, challenged, and supported.

Essential Duties and Responsibilities

Mission and Leadership

- Maintain congruence between GSL's mission and all Middle School programs, activities, and decisions.
- Serve as a visible, accessible presence throughout the division, building authentic relationships with students, faculty, and families.
- Collaborate closely with the Head of School and fellow division heads to ensure coherent instruction and communication across Preschool–8th Grade.
- Lead a positive, structured, developmentally responsive school culture rooted in trust, high expectations, belonging, and joy.
- Model a joyful, optimistic, and fun-loving spirit that brings positive energy to the division and supports a vibrant community atmosphere.
- Communicate regularly with the Head of School regarding divisional needs, strengths, and initiatives.
- Ensure smooth transitions for students entering and leaving the Middle School, including coordination with Lower School and high school placement processes.
- Uphold GSL's mission, vision, strategic plan, and values in all leadership actions.

Operational Responsibilities

- Oversee daily operations of the Middle School as its educational leader.
- Partner with the business office to support the effective use and care of Middle School facilities.
- Ensure compliance with local, state, and accreditation standards, maintaining adherence to best practices in Middle School education.
- Develop and oversee the Middle School budget, aligning financial resources with programmatic priorities.
- Maintain and communicate a comprehensive divisional calendar, ensuring coordination with other divisions and departments.
- Lead or collaborate on major school events, assemblies, and divisional programs.
- Provide leadership presence and support for Middle School activities that occur outside the regular school day, including athletics, arts performances, student events, and community gatherings.

Curriculum, Pedagogy, and Program Development

- Stay informed on research and trends in adolescent learning, supporting a dynamic, mission-aligned academic program.
- Lead ongoing curriculum review and enhancement across subjects, ensuring alignment with school-wide goals.
- Oversee the advisory program, working with faculty to support students' social-emotional development and sense of belonging.
- Collaborate with the Director of Student Life on co-curricular programming that promotes responsible citizenship, leadership, and community engagement.
- Support the integration and thoughtful use of technology in teaching and learning.
- Champion a well-rounded educational experience rooted in GSL's values, balancing strong academics, creativity, character, and joy.

Faculty Leadership and Development

- Recruit, hire, onboard, mentor, and retain exceptional Middle School faculty.
- Observe and evaluate faculty and staff to ensure excellence in instruction and alignment with school expectations.
- Provide meaningful, ongoing feedback and coaching that encourages growth and innovation.
- Oversee divisional professional development, supporting both individual goals and institutional priorities.
- Foster a collaborative, respectful culture of continuous improvement.
- Work with the Assistant Head of Middle School to support grade-level teams, faculty meetings, and curriculum planning.
- Oversee grading and reporting systems, ensuring transparency, fairness, and developmental appropriateness.

Student Development and Well-Being

- Be involved in the academic, social, and emotional lives of Middle School students.

- Oversee student conduct, character development, and discipline, partnering closely with the Assistant Head of Middle School and School Counselor.
- Ensure clear, consistent, mission-aligned expectations for student behavior and citizenship.
- Partner with the academic support team to ensure students receive necessary interventions, enrichment, and learning accommodations.
- Promote a culture where all students feel seen, supported, and challenged.

Family and Community Engagement

- Build strong relationships with Middle School families, maintaining proactive, transparent communication.
- Serve as a trusted resource to parents navigating the adolescent years.
- Represent the division at school-wide events and in community outreach.
- Partner with the Advancement Office as appropriate to support school initiatives and community engagement.

Admissions and Outreach

- Collaborate with the Admissions Office in attracting and retaining mission-appropriate students.
- Participate in admissions events, student observations, class visits, and parent interviews as needed.
- Clearly articulate the Middle School program, philosophy, and values within the broader GSL experience.

Leadership Team and Schoolwide Involvement

- Serve as a member of the Leadership Team, the Academic Leadership Team, and other committees as assigned.
- Contribute to school-wide strategic initiatives and long-range planning.
- Support cross-divisional communication, collaboration, and program continuity.

Qualifications

- Master's degree or higher in education, educational leadership, or a related field.
- 5-10 years of teaching experience, with 2-5 years of leadership experience, ideally in independent or faith-based schools.
- Deep understanding of early adolescent development and middle grades pedagogy.
- Demonstrated success in leading people, managing complex programs, and building positive school culture.
- Exceptional communication, organizational, and interpersonal skills.
- Ability to balance strategic vision with day-to-day management.
- Commitment to servant leadership and to the mission and Episcopal identity of GSL.
- Confidently and consistently conveys a warm, positive attitude, steady presence, and sense of humor, with an appreciation for the joyful energy of middle school students.

Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with ADA, FMLA, and other standards.
- Ability to maintain regular, punctual attendance.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen, and speak clearly on the telephone.

To Apply

Please submit an online employment application at <https://www.gslschool.org/about-gsl/careers>, including a cover letter, resume, and educational philosophy. To learn more about GSL, visit www.gslschool.org.

Applications received by January 30, 2026 will receive priority consideration. The position will remain open until filled. The anticipated starting date for this position is July 6, 2026.