



MARBURN
ACADEMY

Associate Head of School – 12 month, Full-time

Summary and Scope of Role

The Associate Head of School is chiefly responsible for ensuring Marburn’s school program reflects the institution’s mission, values, and cultural expectations. Additionally, as a direct report to the Head of School and as a member of the Executive Team, the Associate Head of School will collaborate effectively to ensure the institution as a whole thrives in the short and long term. This position reports to the Head of School.

Responsibilities:

School Culture and School Operations

- Understanding of and a commitment to Marburn Academy’s Vision and Mission
- Conduct self in presence of students, parents, and visitors in manner which models the Core Values and behaviors Marburn seeks to teach
- Consistently and effectively use the conflict resolution
- Develop and sustain relationships with colleagues, parents, and members of the Marburn Academy community that are professional, collegial, and collaborative
- Manage confidentiality aspect of student, parent, and colleague relationships, and of internal Marburn affairs according to established school guidelines
- Establish and maintain appropriate personal “boundaries” in relationships with students, parents, and colleagues
- Attend and participate in professional development opportunities
- Abide by all policies articulated in the Student and Employee Handbook and other school and board policies
- Represent and support the school at various functions both internally and externally relative to the role of staff member.
- Effectively perform other duties assigned by the Head of School, Associate Head of School, and/or Leadership team member.
- Support the school and its leadership
- Serve on school-wide and standing committees as needed

Primary Responsibilities

- To supervise all Academic programs of the school; to monitor curriculum, grading, testing, and reporting to parents; to prepare for and conduct periodic program evaluations; to submit reports to external agencies as required; to establish behavior management policies and standards of conduct.
- Develop and implement school policies and goals established by the Board of Trustees and Leadership Team that cover operation, personnel, financial performance and growth.
- To supervise and/or assist with all other aspects of the school's operation, including (but not limited to) facilities maintenance and operation, food service, transportation, summer programs, development and fund raising, and alumni affairs.
- Assist the Head of School with the direct supervision of the faculty and staff and coordinate the activities of the organization. The Associate Head of School shall hold regular meetings of the faculty and staff to ensure the smooth running of the organization.
- Assist in handling all matters regarding employment, retention, and dismissal of personnel; salaries and contracts; job assignment and performance evaluation; and orientation and training.
- Assist the Head of School with selecting and hiring properly qualified persons to serve as members of the faculty and administration.

Qualifications/Skills

- Advanced degree in Education, Educational Administration or similar area.
- Three years or more of experience working with students with learning differences preferred.
- An understanding of and commitment to Marburn's mission and core values.
- Keen customer service skills, friendly, assertive with a kind and positive attitude.
- Demonstrated leadership skills.
- Outstanding written and oral communication skills.
- Must be detail-and metrics oriented and disciplined in tracking and processing information.

Physical Requirements

- Ability to stand, traverse for extended periods of time two plus hours or more
- Ability to remain in a stationary position for extended periods of time of two plus hours
- Ability to visually detect, observe and recognize
- Verbally and audibly communicate and exchange information with ability to position oneself to do so
- Ability to lift:
 - Regularly up to 10lbs
 - Frequently up to 11lbs–30lbs
 - Occasionally over 30lbs
 - Rarely up to 50lbs with assistance as required

Hours

- Core business hours are between 7:30am and 4:30pm Monday through Friday. Specific hours will be determined with the supervisor.
- Staff member will be required to participate in certain activities such as field trips, afternoon or evening events, and overnight or weekend programs that will occur outside of the regular daily hours mentioned above (e.g. Graduation, College Fair, Athletics, Open House, Evening Seminars, Curriculum Night, Dances, etc.).

Qualified candidates should send resume and cover letter to [hiring@marburnacademy.org](mailto: hiring@marburnacademy.org)

Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.