



Head of the Middle School

Start Date: July 2025

7hills.org

Overview

The Seven Hills School, an independent, coeducational private school located in Cincinnati, Ohio, serves students from preschool through 12th grade. Founded in 1974, the school is well-known for its rigorous academic curriculum, commitment to personal and social-emotional development, and nurturing of creativity, critical thinking, and global awareness.

Seven Hills offers a strong college-preparatory curriculum, with an emphasis on academic excellence and inquiry-based learning. Students are encouraged to develop independent thinking and problem-solving skills through active engagement with the material. In addition to academic achievement, Seven Hills places a strong emphasis on the social, emotional, and ethical development of its students. The school fosters a supportive environment where students build confidence, empathy, and leadership skills through advisory programs, community engagement, and character education. The school emphasizes inclusivity and cultural competency, seeking to build a community where students from diverse backgrounds feel respected and valued. The school promotes global awareness and understanding through its curriculum and programs.

Seven Hills offers a wide array of extracurricular activities, including competitive athletics, fine arts, drama, and various STEM related activities. Clubs, student organizations, and leadership programs provide additional opportunities for students to explore their interests and develop a sense of responsibility and teamwork.

Seven Hills seeks a Head of the Middle School starting July 1, 2025. Reporting to Head of School Matt Bolton, the Head of Middle will lead a division of approximately 220 6th-8th graders and 40 faculty members. Outside of the Middle School, they will collaborate with other members of the senior leadership team, including the Heads of the Lower and Upper Schools. This is a job for a dedicated and dynamic school leader who is ready to lead an already-thriving division into the next phase of its history.

Mission

Seven Hills engages hearts and minds, guiding students to cultivate their unique capabilities and preparing each for a meaningful role in a rapidly changing world.

At a Glance

Established: 1974, as the merger of three existing institutions dating back to 1906

Total enrollment: 1,040

Middle School enrollment: 220

Students of color: 40%

Middle School Faculty: 40

Faculty with advanced degrees: 90%

Student/teacher ratio: 9:1

Average class size: 15

Financial aid budget: \$5M

Responsibilities, Opportunities, and Challenges

The new Head of the Middle School will...

- Lead a division of approximately 220 students and 40 faculty members.
- Set annual goals related to the school's five-year strategic plan and lead the Middle School community in reaching them.
- Observe classes, evaluate the Middle School faculty, and support teachers in their professional development.
- In years where there are openings on the Middle School faculty, run searches to attract and hire excellent new teachers.
- Evolve the curricular and extra-curricular offerings to further engage and support Middle School students.
- Advance the Middle School faculty's knowledge and application of Understanding by Design, Differentiation, and the new Seven Hills Portrait of a Learner as organizing principles for curriculum and teaching in the division.
- Collaborate with the Grade Level Team Leaders, Department Chairs, and the Head of the Upper School to create curricular alignment and a deliberate student pathway from grades 6-12.
- As the school unifies on one campus, forge deeper connections between the Middle School and the Lower School, with a particular focus on ensuring that students make a successful transition into Middle School.
- Build on the success of the division's new restorative approach to behavior and disciplinary issues.
- Coordinate the work of various teams and departments to support students throughout their time in the Middle School.
- Continue to foster a diverse and inclusive sense of community in the division.
- Partner with families, faculty, and students in creating a healthy, supportive, and joyful Middle School environment.

Qualifications and Personal Attributes

- Prior experience as a school administrator.
- A master's degree in educational administration, school leadership, curriculum development, or a related field.
- Experience supervising and evaluating faculty members and guiding their professional development.

- A deep interest in how middle schoolers learn and in leading a program that will engage and support them.
- A record of success developing and implementing new curricular and extracurricular programming.
- A commitment to serving a diverse student body and to creating a sense of belonging for all members of the community.
- Proven skills as an excellent communicator and listener and as a visible and inspiring member of a school community.
- Empathy, warmth, emotional intelligence, and the ability to connect authentically with students, teachers, and parents.

Learn More

Click on the links below to learn more about The Seven Hills School.

[School Website](#)

[Why Seven Hills](#)

[Signatures of Seven Hills](#)

[School Profile](#)

[About Cincinnati, Ohio](#)

To Apply

Interested and qualified candidates are invited to apply by clicking [here](#). Complete applications should include the following:

- A cover letter expressing interest in this particular position;
- A current resume;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission).

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.