



## Middle School Division Head

George Walton Academy seeks a passionate, energetic professional to serve as the Middle School Division Head for the 2020-21 school year. Reporting to the Associate Head of School for Academics, the Middle School Division Head will serve on the school's leadership team and should be a proven leader in the development of curriculum, instruction, and assessment practices within a context of an increasing focus on interdisciplinary, experiential learning. The successful candidate will be well versed in seeking out, hiring, supporting and sustaining excellent teachers.

George Walton Academy (GWA) provides challenging instruction, engaging experiences, and global perspectives designed to inspire lives of intellectual curiosity, integrity, and purpose. GWA is an independent, Pre-K-12, independent, college-preparatory school located on 61 beautiful acres in Monroe, Georgia, less than one hour from the state capitol of Atlanta.



**Dr. Dan Dolan**  
*Head of School*

At George Walton Academy, our **promise** is that every child will be encouraged to not only discover his or her unique passions, but to thrive in the pursuit of them.

Our faculty and staff are the key component of that **promise**. We've built a team of dynamic instructors who are dedicated to bringing out the best in each child. Our teachers team up to create innovative interdisciplinary intensive studies where students are immersed in subject material with creative lessons, excursions and interactive, collaborative activities that bring history, science, literature and art to life like never before.

Want to be part of a team that isn't satisfied unless it's leading the way in educational design and instruction? We encourage you to learn more about George Walton Academy. If you're ready to be part of an educational experience like no other, we would like to hear from you. In addition to your resume and educational philosophy, please submit a letter describing your vision for the listed position and explain why your skills and experience make you the ideal candidate.

Email materials to Dr. Dan Dolan, Head of School, George Walton Academy, at [ddolan@gwa.com](mailto:ddolan@gwa.com). Please include Middle School Division Head in the subject line. The position will be open until filled.

### Learn more about George Walton Academy



[Website](#)



[Strategic Plan](#)



[Admissions Viewbook](#)



[Course Catalog](#)

## Responsibilities

The Middle School Division Head is charged with the comprehensive responsibility for all activities involving students and faculty in the middle school. Specific responsibilities include the following:

- Maintain congruency between the mission and all activities of that division.
- Ensure the smooth running of the day-to-day life of the division including communication with families, students, teachers, advisors, and staff.
- Observe, supervise, and evaluate the faculty in the development and implementation of curriculum in partnership with the Associate Head of School for Academics.
- Anticipate, plan for, and communicate future division needs related to human and financial resources, including budget management, program development, and any strategic priorities necessary for future operations.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Along with the Division Heads of Upper and Lower School, assist in the management and direction of the George Walton *Teacher Academy*. The GWTA focuses on the continual examination and improvement of teaching practice, including goal setting, professional development, and engaging adults in ongoing and meaningful learning that makes a difference for students.
- Provide for the academic guidance of students and oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
- Assist in the preparation of a master school class schedule and assign teachers and students to classes and other obligations.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Perform other duties as assigned by the Head of School.

## Exceptional Candidates Will:

- Demonstrate an approachable, consistent, transparent, supportive, and good-humored leadership style.
- Effectively execute serious responsibilities without taking himself of herself too seriously.
- Communicate effectively and professionally, both verbally and in writing, with colleagues and individuals inside and outside the school.
- Have experience with curriculum design and implementation.
- Possess the ability to work independently and collaboratively.

## Education and Experience Requirements:

- Bachelor's degree required; Master's degree preferred.
- Minimum of five years of experience in teaching at the middle school level.
- Minimum of five years of experience in curriculum and supervision.