Cary Academy is an independent, coeducational, college-preparatory day school for students in grades 6-12 located on a beautiful 65-acre campus in the Research Triangle area of North Carolina (Raleigh-Durham-Chapel Hill). Since opening in 1997, Cary Academy has been steadfast in its mission to create a diverse learning community committed to discovery, innovation, collaboration and excellence. We believe strongly in educating the whole child and strive to create a learning environment that will serve as a model for all schools in the use of technology to support student and teacher learning, skill development, and creativity. The school currently enrolls 775 students.

Applications are now invited for the administrative faculty position outlined below.

**Assistant Head of Middle School**

We are seeking an accomplished, imaginative, team-oriented and adventurous educator to serve as Assistant Head of Middle School. The Assistant Head of Middle School supports the Head of Middle School in the day-to-day operations of grades 6-8, helping to ensure that the Middle School program meets and nurtures the unique developmental needs of the young adolescent learner. The Assistant Head of Middle School also serves as a model and mentor for other teachers, sharing his or her passion for the content area with students in engaging and meaningful ways that build on the students’ natural curiosity and foster interactive, participatory and discovery learning. In addition, the Assistant Head of Middle School serves as an advisor and participates actively in the life of our learning community.

**Major Responsibilities:**

**As Assistant Head:**
- Coordinates and leads annual new student orientation.
- Works with Head of Middle School to ensure that appropriate student behavioral expectations are communicated and maintained.
- Oversees administration of annual standardized testing and dissemination and analysis of results.
- Oversees student clubs programming and budget.
- Assists with faculty mentoring, observation and evaluation.
- Coordinates and oversees faculty duties.
- Works with Head of Middle School to track faculty contributions to major student activities and clubs.
- Supports parent social and outreach programs.
- Works with Head of Middle School to update *Middle School Student Handbook*.
- Assists with review of student academic reports.
- Participates in school committees.
- Works with Upper School administration to coordinate scheduling changes.
- Attends student performances and events.
- Seeks out and engages in professional development related to teaching and administrative roles.

**As Faculty Member:**
- Teaches a reduced load of Middle School classes (typically 2 sections) in a manner consistent with the mission and educational philosophies of Cary Academy.
• Provides personal and academic guidance to a group of student advisees.
• Participates actively in the life of the school community.

Job Requirements:
Education: Bachelor’s degree in the content area; advanced degree preferred.
Experience: At least 5 years of full-time teaching experience with Middle School students, including at least 3 years administrative experience in a teacher-leader role involving either academics or student life.
Equivalency: Directly related experience or a combination of directly related education and experience may be considered in place of the above.

The above is intended to describe the general content of and requirements for the performance of this position and is not to be construed as an exhaustive statement of duties or responsibilities.

Salary and Benefits:
Cary Academy offers a robust compensation and benefits program for all full-time faculty and staff, including 50% tuition remission for the children of employees.

Starting Date:
Monday, July 27, 2020 (commences orientation and training program before start of classes on August 12th)

How to Apply:
Interested candidates should submit a cover letter, resumé, statement of educational philosophy, and three letters of recommendation to:

MSAsstHead@caryacademy.org

Cary Academy provides equal employment opportunity for all individuals without regard to sex, race, color, ethnic origin, ancestry, sexual orientation, religion, disability, age, veteran status, genetic information, possession of sickle cell or hemoglobin C traits, or any other classification protected under applicable law.