

# McGehee

LEADING WOMEN

**Middle School Head**  
New Orleans, LA

Louise S. McGehee School (McGehee), a PK-12, college preparatory, nonsectarian, independent girls' day school in New Orleans, Louisiana, is seeking an Middle School Division Head beginning July 2019. Founded in 1912 and located in the historic Garden District, McGehee educates girls in an inclusive and engaging environment. Offered are a broad range of innovative programs in the arts, athletics, and academics designed specifically for girls. Throughout the School, McGehee uses traditional and innovative teaching strategies to challenge students, to foster enthusiasm and to encourage girls to take risks and reach their highest potential. Throughout the school, students are encouraged to explore their passions with a highly qualified and supportive faculty.



**Carney  
Sandoe**  
& ASSOCIATES

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The Search Group

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The Middle School Division Head reports to the Head of School. The Middle School Division Head is charged with the comprehensive responsibility for all activities involving students and faculty in the Middle School. The enrollment in the Middle School is roughly 125 students. There are 24 faculty members currently teaching in the division.

### Essential Duties and Responsibilities

- Maintaining congruency between the school's board-approved mission statement and all activities of the Middle School.
- Acting as the educational leader of the Middle School, responsible for its day-to-day operation; directing the activities of the members of the division's instructional and, in conjunction with the business manager, the non-instructional staff in the performance of their duties.
- Functioning as the chief articulator of the Middle School's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Observing, supervising, and evaluating the Middle School faculty in the development and implementation of the curriculum; supervising the teaching process, and reviewing and evaluating the academic programs.
- Providing an orderly, controlled environment in which learning can take place; a supportive school climate with high morale.
- Being aware of the educational, physical, social, and psychological needs of the members of the Middle School division and developing plans for meeting these needs.
- Overseeing and directing the activities of the curricular leaders, the sponsors of various student organizations and activities, and faculty committees.
- Making recommendations to the Head of School regarding the hiring and retention, and the assignment of the faculty.
- Establishing programs for the orientation of new teachers, for in-service training of teachers, and for the evaluation of classroom teachers, ensuring that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Striving for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- Conducting regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Overseeing the coordination of the co-curricular and extra-curricular activity programs of the school; assisting in the planning and the



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presentation of Middle School assemblies and programs; assisting in maintaining a comprehensive calendar of Middle School events.

- Providing for the academic guidance of Middle School students; overseeing the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Establishing guidelines for proper student conduct and dress; maintaining student discipline consonant with school policies; monitoring students' adherence to established school rules; maintaining accurate records of student attendance and citizenship.
- Being a visible presence in all areas of the school; working toward a resolution of problems in the division—both routine and unique—as they arise; keeping the Head of School informed of the general programs, activities, and problems of the Middle School.
- Preparing a master Middle School class schedule and assigning teachers and students to classes and other obligations.
- Serving as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Assisting in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Performing other duties as assigned by the Head of School.
- Supporting the school and its leadership.



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## Qualifications

- Master's degree
- 5 – 7 years' experience as a lead teacher
- 2 – 3 years' experience as an administrative leader, preferably in independent schools
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of Middle School students
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Facility with technology



### **Application process:**

Interested candidates should send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Beth McArdle ([beth.mcardle@carneysandoe.com](mailto:beth.mcardle@carneysandoe.com)) or Courtney Bardo ([courtney.bardo@carneysandoe.com](mailto:courtney.bardo@carneysandoe.com)).

Please do not contact the school directly.



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