



# SOUTHERN TEACHERS AGENCY

*... when only the best will do!*

**Assistant Head of Middle School for Academics  
Parish Episcopal School  
Dallas, Texas**

[www.parishepiscopal.org](http://www.parishepiscopal.org)

Southern Teachers Agency is assisting Parish Episcopal School in the search for their next Assistant Head of Middle School for Academics. Founded as the Parish Day School by Mary Blair in 1972, the school started as a prekindergarten through sixth grade day school at the Episcopal Church of the Transfiguration. Today, the school is a leading, prekindergarten through twelfth grade, co-educational, college preparatory, independent day school serving 1,150 students. Parish Episcopal School provides an enriching and challenging educational experience within a Christian community of service and worship. Parish welcomes students of all faiths and embraces Episcopal traditions while emphasizing the value and dignity of diverse individual religious practices.

The major responsibility of the Assistant Head of Middle School for Academics is to support the Middle School administration and faculty with academics, policies, and recruitment. More specifically, he or she will continually examine academic transitions into and out of Middle School, visit classrooms, promote and support professional development, and oversee the process of scheduling and course selection. The Assistant Head of Middle School for Academics will update and maintain the course description book, work on accreditation and implementation of actions plans, and take the lead on organizing the summer orientation program for new students. Qualified candidates will have at least five years' experience teaching Middle School students in an academic field, at least three years' experience in a leadership position in a Middle School as either an administrator or Department Head, and possess skills in organization, collaboration, and communication. An advanced degree in educational administration or related field is preferred.

Interested applicants should submit by email an [STA application](#), cover letter, current resume, list of references, and educational philosophy to

Mr. Jamie Estes  
[Estes@SouthernTeachers.com](mailto:Estes@SouthernTeachers.com)

This position begins in July of 2012.