



The New Community School empowers bright, talented students in grades 5-12, who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum utilizes a customized educational approach to build skills and to foster academic and personal strengths and igniting the passions and gifts of unique minds.

The New Community School has an opening for the Director of Upper School for the 2025-2026 school year.

Job Description:

The Director of Upper School will oversee all aspects of the Upper School Division, creating a supportive and effective learning environment that promotes student growth, academic achievement, and personal development. The Director of Upper School serves as the primary contact for Upper School teachers, parents, and students.

Essential Duties

- Oversee the daily operation of the division, including budget, calendar, class and teacher schedules, faculty meetings, and student conduct.
- Work closely with other members of the school leadership team to develop and implement school-wide policies, programs, and initiatives.
- Be a visible presence in all division areas. Foster a welcoming, open, collaborative, and reflective school culture.
- Act as the instructional leader of the division, reviewing and evaluating academic programs in collaboration with the Associate Head of School.
- Communicate regularly with and be available to parents to ensure the parent/school partnership.
- Observe, support, develop, supervise and evaluate the faculty
- Collaborate with teachers, Director of the Middle School and other members of the leadership team to advance the division and maintain overall school alignment, which includes working to

ensure a culture of well-being, belonging, and smooth transitions for students throughout their Upper School journey.

- Foster a positive, inclusive classroom environment that prioritizes student engagement, differentiation, and effective learning strategies.
- Collaborate with the social emotional counselor to provide holistic, personalized support for students.
- Collaborate with the college and career counselor to support students' successful transition to post-secondary pathways.
- Ensure that the Upper School experience prepares students with the skills and strategies reflected in the Portrait of a Graduate.
- Implement initiatives that promote personal growth, resilience, and self-advocacy among students.
- Maintain alignment among the School's mission statement, strategic plan, and all division activities, ensuring consistency with the School's overall philosophy and direction.

Skills and Attributes:

- Passion for working with Upper School students
- Ability to lead with authenticity, patience, humility, curiosity, and a sense of humor
- Communicates effectively with all constituents
- Possesses excellent written, verbal, organizational, and interpersonal skills
- Works effectively with families, faculty, and staff to accomplish goals and objectives
- Is strategic and able to anticipate needs, prioritize, and create an action plan
- Comfort with ambiguity
- Ability to make difficult decisions and resolve conflicts with compassion
- Collaborative thinker and decision-maker
- Team-oriented

Serves on:

- Admissions Committee
- Administrative Team
- Academic Team
- Crisis Management Team
 - Threat Assessment Team

Qualifications:

- A strong interest in learning disabilities and working with students who have struggled in previous school placements
- Leadership/Administrative experience
- Minimum 5 years teaching experience
- Master's degree preferred
- Experience working in an Independent School setting preferred
- Virginia Administration & Supervision license preferred

Nothing in this job description restricts the School's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or the School may terminate the employment relationship at any time, with or without notice and for any reason or no reason.

Salary

Commensurate with experience.

To apply

Send cover letter, resume, references, and salary requirements to employment@tncs.org.

The New Community School is an equal opportunity employer. The school provides equal employment opportunity to all employees, and job applicants without regard to an individual's race, sex, sexual orientation, color, national origin, age, religion, veteran status, marital status, disability, genetic information, military service, or other factors prohibited by federal law.