

Middle School Division Head to apply, send letter & resume by 6/28 to dblanch@camperdown.org

School Summary

Camperdown Academy is a non-profit organization providing excellence in the education of dyslexic children with a day school for grades one through eight, and training and outreach services provided to teachers and professionals across the region. Specific and specialized teaching approaches are shared through outreach efforts and administered in small group settings with an emphasis on individualized instruction.

Position Summary

Camperdown Academy is seeking a full-time Middle School Division Head beginning August of 2025. The ideal candidate will have a Master's degree, teaching experience, and Orton-Gillingham training. This role involves overseeing teacher coaching, student support, communication with parents and staff, coordinating conferences and activities, and participating in curriculum development. Strong organizational and communication skills are essential.

Key Responsibilities

- Teacher observations and coaching
- Student academic support and discipline
- Communicating with parents, staff, and students
- Coordinating parent/teacher conferences
- Supporting curriculum development, implementation, and documentation
- Coordinating supplies, equipment, and field trips
- Monitoring student progress through Renweb grades and Skill Reports
- Arranging teacher and classroom coverage
- Conducting weekly staff meetings
- Attending weekly administration meetings
- Screening and interviewing possible teacher applicants

Minimum Position Requirements

- Master's degree with related teaching experience (Preferred)
- Orton-Gillingham training
- Ability to initiate and maintain consistent and positive communication between multiple parties
- Possess high level of integrity with willingness to abide by confidentiality constraints
- Strong organizational skills that allow for multiple assignments to be completed simultaneously and accurately
- Willingness to work flexible hours, including evenings and weekends if needed
- Actively participate as a member of the Administrative Team and subsequent tasks as assigned

Camperdown Academy recruits, hires, and promotes without regard to race, religion, gender, age, disability, marital status, political affiliation, or sexual orientation.