



Position Title: Assistant Head of Middle School Position to start August 1, 2025

Reports To: Head of Middle School

This position is a 10.5-month position: August 1 to June 15

Overview: Stanley British Primary School is a TK-8 independent school located in Denver's Lowry neighborhood. For 50 years, Stanley classrooms have been filled with engaged learners guided by inspired teachers. At Stanley, a child's education goes well beyond academics - our teachers and our instruction principles give children the opportunity to reach their full potential academically, creatively, socially, emotionally and physically. We asked parents, teachers, staff and students to reflect on why they chose Stanley BPS. The answers we heard reflect a place and a philosophy unlike any other in the Denver and national independent school landscape. Teaching and learning at Stanley goes beyond a simple education. Students here have a chance to play, to choose, to interact and to own and embrace their own learning.

We value:

- An inclusive and diverse community
- Joyfulness
- Lifelong learning
- Positive and constructive communication
- Creativity, flexibility, and resourcefulness
- An understanding of children and childhood
- Commitment to making a positive difference in the world

Essential Duties and Responsibilities:

The Assistant Head of Middle School will work closely alongside the Head of Middle School to champion, support and grow the operations and vision of the Middle School. The successful candidate will need to have strong organization and communication skills, thrive in a flexible and dynamic environment and be detail-oriented. The successful candidate will need to be an empathetic and resourceful problem-solver with a genuine commitment to children, safety and the Stanley British Primary School culture. The Assistant Head of Middle School will be primarily focused on more student-facing efforts along with targeted curricular and staff work.

Specific Responsibilities include:

- Manage day-to-day student life including electives, clubs, and dances
- Take active role in and collaborate with MS head on responding to student behavior issues and collaborate with MS Counselor on student support and restoration,
- Teach SEL classes along with MS Counselor, Head of MS and Head of School
- Support Homeroom and Advisory programs by creating content with MS counselor
- Work with trip leaders on transportation, trainings, and communication
- Coordinate ERB Testing week and schedule in January
- Attend weekly ed team meetings with TK-8 coordinator and division heads
- Work with the Instructional Coach and Head of MS on curriculum efforts with particular departments
- Serve as a thought partner and collaborator in implementing strategic initiatives for the MS
- Administrative support such as proofing comments and trimester schedules and updating the Google calendar
- Participate in fall camping trips and spring trips
- Other duties as assigned

Qualifications:

- An empathetic nature with a genuine commitment to and love of children
- Flexibility and the ability to take a variety of perspectives in making decisions
- Demonstrated ability to build strong relationships with parents, teachers, and students that contribute to a positive and collaborative culture
- Calm under pressure
- Commitment to confidentiality and discretion
- Strong written and verbal communication abilities
- Strong attention to detail and organizational skills
- Cultural competency working with diverse families, students and staff

Professional Requirements:

- Bachelors' Degree, with a minimum of five years of teaching experience
- Experience and interest being involved in all aspects of middle school life
- High proficiency in and familiarity with Google platforms, including Google drive.

Compensation Range:

The pay range will be \$75,000–\$95,000 based on experience for the 10.5-month position.

Compensation is just one component of Stanley's total compensation for employees. Stanley provides excellent benefits including medical, dental, life and disability insurance, retirement, paid time off in addition to paid fall, holiday and spring breaks, tuition remission and professional development.

Equal Opportunity Employer:

Stanley BPS is committed to a policy of nondiscrimination and equal opportunity for all persons, regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status. This policy covers all programs, services, policies, and procedures of Stanley BPS, including admissions, employment, and access to services and programs.

To Apply:

To initiate an application, send a cover letter and resume to:

Susan Farr

Stanley British Primary School

Executive Assistant to the Head of School

susan.farr@stanleybps.org

Interviews will start as resumes are received. We will be accepting resumes until our position is filled.