

THE MOUNTAIN SCHOOL OF MILTON ACADEMY

151 Mountain School Rd.

Vershire, VT 05079

Assistant Director

The Mountain School of Milton Academy seeks an Assistant Director. This is a full-time twelve-month administrative leadership position. We are looking for the right person to join our community and provide compassionate leadership for students and faculty.

The Mountain School is a semester-long, residential academic program for high school juniors set on four hundred acres in central Vermont. Each fall and spring semester, students from across the country join our campus to take academic classes, participate in our farm and outdoor programs, and build a diverse and interdependent community of scholars. We are a predominantly white independent school that has been diversifying its faculty and student body over recent years.

Summary of the position:

The Assistant Director is in charge of the student experience at the Mountain School, coordinating the teaching and learning in our academic courses with the co-curricular Commons Work that occurs on our farm, in our forest, and in our kitchen. The Assistant Director develops and maintains all aspects of student life, which includes: residential life, advising, college counseling, religious observance, school meetings, affinity groups, weekend activities, and field trips.

The Assistant Director must be an active and engaged member of the school community who, on a daily basis, lives out the school's mission of *knowing a place and taking care of it* and *reaching beyond the self and working towards the Common Good*. The Mountain School is focused on building and maintaining an inclusive student and faculty community through robust and transparent collaboration. The Assistant Director plays a crucial role in communicating and embodying these values.

While the Assistant Director interacts with all constituents of the school, they will be mostly student-facing, communicate regularly with families, and occasionally with sending schools. This position does require regular engagement with the faculty and thought-partnership with the Director as well. The Assistant Director is a crucial part of the administrative leadership at the Mountain School, engaged in long-term strategic thinking and collaboration on crucial decision-making.

Responsibilities of the Position:

The specific workload of the Assistant Director will vary depending on that individual's strengths and interests. It could include teaching a course, leading a Commons Work activity, or supporting the Admissions program. The Assistant Director will live in a dorm, do regular evening and weekend duties, collaborate closely with the Director on strategic planning, and be in charge of Student Support, which requires meticulous attention to detail as well as care and compassion in handling difficult situations.

Requirements of the position include:

- Good communication skills, high degree of organization
- Willingness to work in a collaborative, student-focused environment
- The ability and motivation to work independently in an efficient and focused manner
- Ability to multitask in a fast-paced environment and make decisions quickly under pressure
- Extremely efficient executive functioning skills and self-awareness
- Flexibility in schedule, availability to work some weekends and evenings
- Bachelor's degree
- Minimum five years teaching and/or administrative experience, with preference for boarding school experience
- Live on campus and supervise a dormitory

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- Ability to maneuver around campus, which is hilly and has uneven terrain, go up and down stairs, carry and lift up to 25 pounds, and perform daily repetitive motions
- Valid driver's license, clean driving record, and willingness to drive school vans
- Background check required

The Mountain School encourages candidates who would add to the racial, cultural, and gender diversity of the school community. The Mountain School is an Equal Opportunity Employer.

Compensation includes a generous benefits package and on-campus housing. Salary range is \$75,000-\$95,000, depending on experience.

Review of applications will be rolling, with the first batch starting on April 15.

Start date is expected to be July 1, 2024

To apply, please submit a concise letter of interest, a resume, and three contacts for references to Alex Myers, alex.myers@mountainschool.org