



Job Description

Job Title:	Director of the Upper School
Department:	Upper School
Classification:	Administration (12-month position)
FLSA Status:	Exempt
Reports to:	Head of Teaching & Learning
Date Prepared:	January 2026

Overview:

The Director of the Upper School is a key leadership role responsible for the overall administration and educational quality of the Upper School. The Director will provide visionary leadership and directly supervise the upper school teaching staff, ensuring the implementation of the school's mission in all aspects of the upper school experience. In addition to their supervisory responsibilities, the Director will teach one (1) class per semester. This position will work collaboratively with the Director of the Middle School. This is a full year, full time position and is fully benefits eligible. The salary range for this position is \$95,000 to \$110,000.

Essential Duties and Responsibilities:

1. Leadership and Vision

- Maintain congruence between the school's mission and all upper school activities.
- Act as the primary leader and operational manager of the Upper School.
- Create a safe, supportive, and nurturing environment promoting belonging and learning.
- Contribute to the growth, development, vision, and strategy of the Upper School with a focus on effective marketing and branding and a commitment to employee development and student engagement.

2. Policy and Program Management:

- Articulate and implement policies, programs, and expectations for the Upper School.
- Keep all school constituencies informed about upper school matters.
- Address and resolve routine and unique problems effectively.

3. Direct Supervision of Teaching Staff

- Supervise and support upper school teachers, fostering a collaborative and professional environment.
- Contribute to the teacher evaluation process in line with NEIA's Professional Evaluation & Growth system.

- Participate in the recruitment, hiring, retention, and assignment of upper school teaching staff.
 - Partner with the Head of Teaching and Learning to ensure effective instructional programs, and with the Director of Curriculum and Professional Learning to ensure effective curricula that guide students to reach their potential.
4. School Presence and Community Engagement:
- Be a visible and active presence in all areas of the school.
 - Foster a sense of community and cooperation among staff and students.
5. Student Life and Well-being:
- Establish guidelines for student conduct and maintain discipline in collaboration with the Head of Community Life and Community Life staff.
6. Institutional Support and Staff Onboarding:
- Keep the Head of School informed about upper school achievements and challenges.
 - Actively support the school and its leadership.
7. Parents/Guardians and Community
- Reinforce school culture, mission, and values of New England Innovation Academy at parent/guardian gatherings in order to strengthen parent understanding of and commitment to NEIA.
 - Encourage, counsel, and teach NEIA parents/guardians in topics related to pertinent aspects of their children's growth and development.
 - Serves as a liaison between parents/guardians, teachers, and school personnel by maintaining effective communication and responding promptly to concerns.
 - Be a visible, engaged presence in the daily life of the school and community.
 - Regularly communicate with parents/guardians regarding significant events, policy changes, and curricular issues/changes/enhancements.
 - Maintain an open-door policy to ensure parents/guardians feel welcome to discuss ideas.

Teaching Expectations

1. Core Responsibilities:

- Teach one class – or the equivalent – per semester.
 - Be available for WIN Block (Mon-Thurs), barring other NEIA commitments.
 - Follow Teaching Best Practices and manage platforms like Google Classroom and Otus.
 - Document year-long curriculum.
 - Take daily class attendance.
 - Comply with individual learning accommodations for students.
 - Write reports thrice yearly and conduct advocate calls and parent/guardian conferences.
 - Engage in ongoing professional learning as per NEIA's framework.
- Serve on ad hoc or standing committees as needed.

2. Extracurricular Involvement:

- Lead or assist in two seasons of After School Activities (ASAs) and one Club annually.
- Chaperone student events, assist with athletic events, supervise recess and other non-structured times, and support ResLife weekend activities. Approximate expectation: 2 shifts per semester.

3. Event Participation:

- Participate in Opening Meetings, Off-site Orientation Trips, Family Weekend, Monthly Professional Days, Dive into NEIA, Accepted Student Days, Admission Open House Events, Graduation, Learning Exposition, and End-of-School Meetings, and other events as needed.

4. Educational Approach:

- Embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration.
- Develop and implement engaging curriculum and lesson plans tailored to students' interests and needs.
- Use varied and innovative teaching methods and instructional techniques to cater to diverse learning styles.
- Assess student progress, provide constructive feedback, and build positive student relationships.
- Collaborate with colleagues and counselors to enhance student learning experiences.
- Identify and support students facing challenges, liaising with the Student Support Team as needed.
- Maintain effective communication with parents and guardians about student performance and needs.

5. Residential Life Responsibilities (For On-Campus Staff):

- Oversee evening hours, ensuring safety and a quiet environment from lights out.
- Supervise students during weekends and chaperone off-campus trips.
- Serve as the overnight on-campus presence for student safety and order.
- Act as an emergency contact for residential students' guardians outside school hours (5:30 p.m. - 7:30 a.m. on weekdays).
- Manage weekend passes, permissions, and emergencies.
- Attend residential life house and staff meetings.

Qualifications:

- Advanced degree in Education or related field.
- Proven experience in educational leadership, particularly in upper school/middle school settings.
- Excellent communication, organizational, and interpersonal skills.
- Ability to foster a collaborative and inclusive school environment.
- Strong problem-solving skills and adaptability.

Supervisory Responsibilities:

The Director of the Upper School supervises the upper school teaching staff at NEIA.

Physical Requirements:

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

* * *

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Director of the Upper School

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>.