

## Founding Head of Middle School-Preston Hollow Presbyterian School

### Overview

Preston Hollow Presbyterian School (PHPS) seeks a visionary and relational founding Head of Middle School to lead the launch and continued development of its middle school division. This is a rare and compelling opportunity for an experienced educator-leader to design, build, and shape a middle school within a well-established and mission-driven K–8 independent school.

Reporting to the Head of School, the Head of Middle School serves as the chief academic, cultural, and administrative leader of the division. This leader will work collaboratively with faculty, families, and school leadership to design an innovative, cohesive, future-focused middle school program aligned with the PHPS mission and strategic vision. The ideal candidate is an inspiring, student-centered leader who thrives in building programs, empowering educators, and translating vision into practice.

### PHPS Mission and Vision

PHPS is an independent school in Dallas, Texas dedicated to educating students with learning differences. The school provides a nurturing, highly personalized environment that cherishes and supports qualified students while challenging them to achieve their full potential. PHPS is committed to facilitating students' return to mainstream education equipped with strategies and skills for future learning experiences. After 64 years of educating students in K-6<sup>th</sup> grade, PHPS is extending programming to 7<sup>th</sup> and 8<sup>th</sup> grade, adding a middle school division.

### Job Priorities

- Refine and implement a middle school division aligned with PHPS's mission and values
- Establish a positive divisional culture grounded in collaboration, curiosity, reflection, and high expectations
- Ensure inclusive practices that support diverse learners and multiple pathways to success
- Develop an academically rigorous program emphasizing innovative and experiential learning
- Champion hands-on, inquiry-based learning across disciplines
- Create a rich enrichment and co-curricular program, including arts, athletics, service learning, and leadership opportunities
- Recruit, mentor, and inspire exceptional middle school faculty
- Partner closely with families and cultivate community collaborations that extend learning beyond the classroom

### Desired Attributes

- A deep commitment to the PHPS mission
- Significant experience in middle school education and leadership
- A clear understanding of early adolescent development
- Demonstrated success in program design, growth, or school leadership
- Strong instructional leadership and faculty development skills
- A creative and entrepreneurial approach to teaching and learning
- A collaborative, relational, and reflective leadership style
- Excellent communication, organizational, and strategic planning skills



## Head of Middle School

### Job Summary

Preston Hollow Presbyterian School is seeking a full-time Head of Middle School for the 2026-2027 school year. PHPS is an established school in North Dallas, and after 64 years of educating K-6<sup>th</sup> grade students with learning differences, the school is adding a middle school division. The founding Head of Middle School will play a central role in building and refining an innovative program that emphasizes experiential learning, robust enrichment opportunities, and meaningful community collaborations. The Head of Middle School will lead initiatives to support diverse middle school learners and ensure students have a pathway to success in high school. This vital leadership role will require building strong partnerships with families, community organizations, and with private and public school leaders. The Head of Middle School will report directly to the Head of School and empower middle school faculty by providing direction, mentorship, coaching, and evaluation. Successful candidates will have experience in middle school education, program development, and school leadership.

### Duties and Responsibilities

*The job description below is not designed to cover all activities, duties or responsibilities that are required for this position*

- Cultivate a middle school culture that values curiosity, collaboration, empathy, reflection, and resilience
- Serve on the Administrative Team
- Oversee curriculum development, implementation, and review
- Promote best practices in teaching and learning by fostering instruction that supports diverse learners
- Recruit, hire, mentor, evaluate, and support highly qualified middle school faculty
- Provide visionary leadership for the growth and development of the middle school division
- Design and support innovate, experiential learning, inquiry-based instruction, and real-world applications for middle school students
- Contribute to school strategic planning, priorities, and continuous development efforts
- Collaborate with other division heads and the Head of School to ensure alignment and continuity
- Oversee middle school student life, advising, social-emotional learning, and character development
- Support admissions, re-enrollment, and orientation efforts for middle school students in partnership with the Admissions Director
- Lead and facilitate middle school faculty meetings, professional development, and grade level meetings
- Utilize appropriate metrics and data to evaluate student progress
- Serve as an ambassador for the middle school within the broader school community

### Qualifications

#### Knowledge, Skills and Abilities

- Ability to build morale, promote a positive school culture, and articulate the school's vision
- Demonstrated ability to inspire, build trust, and lead
- Unwavering commitment to the PHPS mission
- Optimistic, collaborative leadership style
- Strong organizational skills
- Knowledge and understanding of diagnostics used for student and curriculum evaluation
- Clear understanding of early adolescence and differentiated instruction
- Commitment to innovative and experiential teaching and learning
- Experience educating a broad range of learners

#### Education and Experience

- Bachelor's degree required, advanced degree preferred

<ul style="list-style-type: none"> <li>• Experience in middle school education, including leadership and program development</li> <li>• Independent school experience preferred</li> </ul>	
<p style="text-align: center;"><b>Additional Duties and Responsibilities</b></p> <p style="text-align: center;"><i>Additional duties may include some or all of the following tasks. Other duties may be assigned.</i></p>	
<ul style="list-style-type: none"> <li>• Attend staff meetings as needed</li> <li>• Attend professional development trainings as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school events, such as chapel, music programs, all school party, graduation</li> </ul>
<p><i>It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.</i></p>	