



HEAD OF LOWER SCHOOL

REPORTS TO: *Head of School.*

WORK HOURS AND EXPECTATIONS:

Exempt administrative position; involves working early/late as needed; 4 weeks of yearly vacation subject to the approval of the *Head of School*.

PRIMARY RESPONSIBILITIES:

- Provide the vision, organization, and follow-up to lead and to manage effectively the faculty and students of the Lower School (Grades JK-5)
- Promote the growth, development, efficacy, and professionalism of the Lower School
- Oversee the educational well-being of the students in the Lower School
- Work closely with the senior administrative team to promote the goals of the entire school
- Supervise the *Lower School Director of Student Services* and the *Lower School Administrative Assistant*
- Serve ex officio on the school's *Senior Administrative Team* and *Academic Affairs Committee*

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Proven success as a classroom instructor in elementary grades
- An advanced degree in a content area or field related to education
- Strong understanding of the unique developmental needs of pre-adolescents
- Administrative experience, including collaborative work with parents and teachers
- Leadership experience effecting curricular change, program development, and/or implementation
- Rapport with lower school students
- Familiarity with current and applicable learning technology
- Excellent communication skills, both written and oral
- Proven organization and management skills
- A collaborative leadership style
- Courage to make difficult and/or unpopular decisions, when needed
- Capable of building 'team' morale and a shared vision
- Adept at conflict resolution
- Good listening skills
- A strong work ethic
- A sense of humor

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

For Academic Excellence

- Evaluate and develop the lower school academic program
- Serve as a resource for lower school faculty in matters of classroom management, teaching methods, and general school procedures
- Communicate with lower school parents about pertinent divisional initiatives
- Share responsibility, with the *Head of School* and other division heads, for overseeing curricular direction of the school and for developing in-service programs
- Share responsibility, with the *Head of School*, for the recruitment and hiring of faculty
- Evaluate lower school faculty and staff
- Promote professional development of lower school faculty and staff
- Coordinate support of new lower school faculty
- Oversee evaluative grades, comments, and records of students
- Analyze and interpret lower school standardized test scores
- Oversee technology needs and vision for the division

For Character Development

- Oversee programs coordinated by the *Lower School Director of Student Services* – advisor system, service learning, character/health classes, etc.
- Design and implement programs to promote good character and citizenship
- Counsel, advise, and discipline students in close association with classroom instructors and the *Lower School Director of Student Services*

Other

- Assist with preparation of the school's master calendar; prepare lower school schedule
- Lead monthly divisional meetings and monitor regular grade-level meetings
- Identify repairs and replacement of equipment in the lower school building
- Oversee lower school budgets and purchases
- Supervise the *Lower School Director of Student Services* who coordinates the after-school Adventure Club
- Work closely with *Parents' Association* to support student activities and special events
- Evaluate student admission candidates and support the marketing and re-enrollment efforts of the Admission Office
- Perform other duties as assigned by the Head of School
- Support the school and its leadership

Thursday, December 10, 2009