



## **JOB DESCRIPTION**

**Position: Lower School Director**

**Responsible to: Head of School**

**General Responsibilities:** The lower school director is responsible for all activities involving students and faculty in the lower school. The specific responsibilities include:

- Serve as the educational leader of the lower school, responsible for the day-to-day operation; direct the activities of the school instructional faculty and staff and in conjunction with the director of business operations, the non-instructional staff in the performance of their duties.
- Assist in advancing the school's Christ-centered mission by actively seeking personal faith growth and development and continuously modeling and articulating an emphasis on developing a Biblical life and worldview for all students.
- Be a visible presence in all areas of the school; work toward a resolution of all problems, as they arise; keep the head of school informed of the general programs, activities and problems of the school.
- Communicate the lower school program's expectations, behavioral guidelines and other information necessary to ensure that all constituent groups are fully informed consistent with their individual roles.
- In conjunction with the middle school director, develop and lead the Academic Policies/Curriculum Committee in the articulation of the school mission, school goals, department goals, course objectives, materials, method and means of student assessment.
- Serve as an advisor to the faculty in matters of classroom management, parent relations, teaching methods and general school procedures.
- Observe, supervise and help evaluate the faculty in the development and implementation of curriculum; supervise the teaching process, review and evaluate academic programs.
- Conduct regular meetings with faculty which will address both routine school matters and the stimulating exchange of ideas on issues of educational/philosophical interest and concern.

- Make recommendations to the head of school regarding the hiring, retention, and the assignment of faculty and staff.
- Assist with the development of the budget for the academic program.
- Establish guidelines for proper student conduct and dress; maintain student discipline consistent with school policies, monitor students' adherence to school rules; maintain accurate records of attendance and citizenship.
- Assist in the admission process for the testing, interviewing and evaluating applicants for enrollment. Work closely with local pre-schools and the director of marketing and enrollment to ensure a seamless articulation of graduates for enrollment in The Christ School.
- Produce the master schedule of classes for the lower school annually.
- Provide for the academic guidance of students; maintain complete academic records on all lower school students; oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Be aware of the educational, physical, social and psychological needs of the lower school students and develop plans for meeting those needs.
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the school; assist in the planning and the presentation of school assemblies and programs, assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities.
- Other duties as assigned by the head of school.

The ideal candidate will have an advanced degree in education, at least 5 years of leadership experience, preferably in an independent, Christian lower school, including teaching experience. The position reports directly to the Head of School and will be a member of the school leadership team.