



Position Title: Director of Lower School

Immediate Supervisor: Head of School

Responsibilities: 12-month employee

General Responsibilities: The Director of Lower School is responsible for all lower school programs and activities involving students and faculty, TK-5. Responsibilities include but are not limited to:

- Serve as part of the Executive Leadership Team in the planning and implementation of the school's mission and vision as directed by the Head of School
- Serve as the educational leader, TK-5, 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 challenges of the school
- Communicate the academic, curricular, and student program expectations, behavioral guidelines and other information necessary to ensure that all constituent groups are fully informed consistent with their individual roles
- Oversee all lower school programs and events and work with the Director of Middle School to oversee all school wide programs and events
- Work with the Director of Middle School to oversee the academic office staff
- 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 professional development with faculty
- 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



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- 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 of applicants for enrollment
 - Work with the Director of Middle School to produce the master schedule of classes for TK-8 annually
 - Provide for the academic guidance of students; maintain complete academic records on all 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 lower school students and develop plans for meeting those needs
 - Recruit and interview substitute candidates; implement an effective evaluation process for substitutes and teachers to ensure quality instructional practices are in place
 - Be the first point of contact if a lower school parent has a complaint or question about a teacher or an event that occurred in a classroom
 - Coordinate planning and development of a comprehensive calendar of school events; review calendar requests to protect the integrity of classroom instruction
 - Keep the lower school community informed of various school programs and activities; develop detailed communications for students, parents and teachers in advance of all scheduled events
 - Work with the Director of Middle School to oversee and direct the process of accreditation; provide a benchmark timeline for the work of re-accreditation with CESA and FCIS, as scheduled
 - 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 school, including teaching experience. The position reports directly to the Head of School and will be a member of the school leadership team.