



JOB DESCRIPTION

Position: Director of Lower School

Responsible to: Head of School

General Responsibilities: The Director of Lower School is responsible for all activities involving students and faculty in the lower school. The Director of Lower School is a member of the Leadership Team and will provide input into school wide decisions.

Specific Responsibilities:

- Serve as the educational leader of the lower school, responsible for the day-to-day operations; direct the activities of the lower school instructional and non-instructional faculty and staff in the performance of their duties.
- Assist in advancing the school's Christ-centered mission by actively seeking growth and development in personal faith 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 towards a resolution of all problems, as they arise; keep the head of school informed of the general programs, activities and problems of the school.
- Work closely with the Director of The Bridge to 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 Director of Middle School, Director of The Bridge and Curriculum Specialist, develop and lead the academic and curricular programs for the school, including goals, standards, resources and execution of the teaching and learning process.
- 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; facilitate professional growth meetings with individual faculty members throughout the year.
- Work with the Director of The Bridge and Curriculum Specialist to conduct regular division meetings and professional development sessions with faculty which will address both upcoming events and practical items as well as topics that will increase faculty professional growth and lead to improved student engagement and support in the classroom.
- 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.
- Partner with faculty, staff and parents to establish clear student behavior expectations, promote positive behavior programs and address behavior concerns as they arise; maintain student discipline records.

- Assist in the admission process for the testing, interviewing and evaluating applicants for enrollment.
- Collaborate with other members of the Academic Office to create both the annual lower school homeroom class placements and the master schedule of classes for the lower school.
- 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 work with faculty, staff (school nurse, school counselor) and parents to develop plans for meeting those needs.
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the lower school; assist in the planning and the presentation of lower school assemblies and programs, assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various lower school programs and activities.
- Other duties as assigned by the head of school.

Required Qualifications:

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Align with the school's defining characteristics
- Strong relationship builder
- High personal commitment to excellence
- Bachelor's degree, with at least five years of teaching experience-lower school preferred
- Eager to collaborate with the Leadership team
- The ideal candidate will have an advanced degree in educational leadership and at least five years of leadership experience, preferably in a Christian school setting.