

## LS Head listing

Wayne Country Day School seeks a committed, skilled, and energetic teacher administrator to join our team. They will be responsible for leading the Lower School (grades K-5) students and faculty in alignment with our school's mission of preparation and formation of students for college and the world beyond.

The **Head of Lower School** works in partnership with the Head of School in carrying out the school's Mission and Academic program. The Head of the Lower School is responsible for ensuring a rigorous and supportive learning and work environment for both the students and faculty. The Head has the primary responsibility for creating and promoting a culture of trust. The Head of Lower School provides vision and thoughtful leadership for the division and works cooperatively with the Faculty, Staff, Students, and Parents towards a positive school climate. The ideal candidate will display a willingness to promote the school's core values and have experience within an independent school setting. He or she will demonstrate experience and expertise with faculty leadership, student supervision, program management, student guidance, and parent relationships. They will have teaching experience as well as a developmental sensitivity and understanding of the complexities and challenges that students face.

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The ideal candidate possesses a passion for teaching, a team-oriented approach to collegiality, enthusiasm for creating and implementing an innovative curriculum, strong interpersonal skills, and a deep knowledge of child development. Previous leadership or administrative experience is desired.

### **Major Duties & Responsibilities**

- Plan, implement, and revise school academic and student life policies aligned with the school's curriculum, philosophy, and mission.
- Maintain effective professional observation systems.
- Oversee student reporting and grades, which includes narrative descriptions of students' strengths and challenges.
- Communicate regularly with families about curriculum and student progress.
- Serve as both an advocate and coach for the Lower School Faculty
- Serve as the key communication point between the administration and the LS Faculty
- Utilize and maximize regular professional development opportunities.
- Serve as point person for school related discipline matters.
- Participate in the school community, including leading and attending faculty meetings.
- Support teachers in their professional development journey
- Promote a structured but joyful learning environment
- Maintain and leverage the "family" of close professionals in the Lower School

**Knowledge, Skills & Abilities**

- Knowledge of child development, best practices, and current trends in education.
- Demonstrated classroom management knowledge, including time, space, and materials for most effective learning.
- Experience with diverse instructional strategies.
- Outstanding interpersonal, organizational, and communication skills.
- Ability to integrate technology effectively.
- Understandings of teacher observation and support systems.

**Qualifications**

- Significant Teaching and Administrative experience.
- An undergraduate degree is required. A graduate degree in education and/or a relevant discipline is preferred.

Candidates should send the information listed below as a single pdf file to Barbara Baker at [bbaker@waynecountryday.com](mailto:bbaker@waynecountryday.com):

- A cover letter, explaining your strengths as a candidate and why you are interested in the division head position.
- Résumé
- A statement describing your outlook and philosophy of education