

## Head of Lower School

### Wayne Country Day School | Goldsboro, North Carolina

Wayne Country Day School seeks an experienced, dynamic, and student-centered educational leader to serve as the **Head of Lower School (PK–5)**, beginning in the 2025–2026 academic year. This is a unique opportunity to join a vibrant independent school community and guide the development of our youngest learners in alignment with our mission: to prepare students for college and the world beyond through academic excellence, character development, and a commitment to lifelong learning.

#### Position Overview

The Head of Lower School is responsible for the overall leadership, management, and day-to-day operations of the Lower School division. Reporting to the Head of School, this individual will partner closely with faculty, staff, students, and families to foster a nurturing and rigorous learning environment that supports the intellectual, social, and emotional growth of every child.

The ideal candidate will be a relational leader and skilled administrator with a deep knowledge of child development, strong classroom experience, and a passion for building a joyful, inclusive, and innovative school culture.

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#### Key Responsibilities

- Provide visionary and strategic leadership for the Lower School, ensuring alignment with the school's mission, core values, and educational philosophy.
- Support and coach faculty in delivering a rich and engaging curriculum that meets the needs of diverse learners.
- Oversee student progress, report cards, and narrative assessments.
- Communicate regularly and effectively with families about curriculum, classroom activities, and student development.
- Serve as the key liaison between Lower School faculty and the administration.
- Maintain high standards for behavior and conduct, supporting a respectful and safe school environment.
- Promote and protect the strong sense of community among Lower School faculty, students, and families.
- Lead regular faculty meetings, participate in school-wide leadership meetings, and represent the Lower School in broader school initiatives.
- Support the professional growth of teachers through thoughtful evaluation and meaningful development opportunities.
- Ensure effective classroom observation and feedback systems are in place.
- Actively participate in the life of the school.

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### Desired Qualities and Qualifications

- Deep understanding of early childhood and elementary education, including best practices and current trends in curriculum, instruction, and assessment.
- A commitment to the academic, social, and emotional well-being of students.
- Excellent communication and interpersonal skills with a collaborative leadership style.
- Proven ability to build strong relationships with students, colleagues, and families.
- Strong organizational and problem-solving skills, with attention to detail and follow-through.
- Technological fluency and ability to support meaningful tech integration in the classroom.
- A record of success in teacher mentoring, team leadership, and/or division-level administration.

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### Education & Experience

- Bachelor's degree required; master's degree in education or school leadership preferred.
- Significant teaching experience required; prior leadership or administrative experience in an independent school setting is strongly preferred.

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### Application Process

Candidates should submit the following materials **as a single PDF** to **Barbara Baker** at **bbaker@waynecountryday.com**:

- A cover letter detailing your interest in the position and alignment with the WCDS mission.
- Résumé.
- A statement of your educational philosophy, particularly as it relates to leadership and the elementary years.