



elmwood franklin school

*Thinking beyond.*

## **Job Summary: Head of Lower School**

**Start Date: July 1, 2023**

### **Essential Duties and Responsibilities**

#### **Mission, Vision, and Leadership**

- Carries out the school mission and vision. Serves as the educational leader of the lower school division (3-year-old Beginners program – 4<sup>th</sup> Grade) and is responsible for its day-to-day operation. Helps to formulate a vision for the lower school that is reflective of Elmwood Franklin School's values and is focused on ensuring that our students can thrive at EFS and beyond. Functions as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed and consistent with their individual roles.

#### **People**

- Fosters a collaborative, professional, and fun working and learning environment. Mentors, supports, and evaluates lower school faculty. Helps to connect faculty with professional development opportunities and fosters their growth. Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures. Organizes monthly division meetings and facilitates grade level team meetings. Fosters a strong home-school partnership.

#### **Program**

- Oversees the development and alignment of curricular and co-curricular programs for the division. In conjunction with Upper School Head, oversees school-wide curriculum mapping with a focus on vertical and horizontal alignment of skills, content, and standards in literacy, math, and other areas. Develops and upholds an inclusive climate that affirms all forms of diversity, facilitates age-appropriate curriculum on diverse topics, and can engage respectfully in challenging conversations. Collaborates with teachers and learning specialists to analyze academic data and records and make recommendations for student learning. Oversees student discipline and coordinates parent communication. Prepares the master schedule as well as class schedules for the division; organizes class placement of children within the division; coordinates lunch and recess duties. Coordinates the lower school report card process and reviews and edits report cards. Creates and fosters a community of thriving learners.

#### **Administration**

- Maintains the budget for the division. Assists the Head of School with hiring faculty. Meets weekly as a member of the Administrative Team and with the Head of School and Upper School Head and individually with the Head. Assists in the admission process for the testing, interviewing, and evaluating of applicants for enrollment. Performs other duties as assigned by the Head of School.



elmwood franklin school

*Thinking beyond.*

### **The ideal candidate:**

- Bachelor's degree required, Master's degree in education or equivalent field preferred
- 5+ years of experience as a lower school teacher
- 3+ years of experience of lower school administrative experience, preferably in independent schools
- A track record of professional and personal development in equity, belonging, inclusion, and justice
- Proven success at working collaboratively with families, faculty, and students
- A solid understanding of the developmental and curricular needs of lower school students
- Proven success coaching teachers
- Exceptional written and public speaking skills
- Strategic thinker and empathetic problem solver
- Technologically savvy
- Ability to listen well and seek understanding
- Strong organizational skills
- Ability to communicate clearly and effectively, verbally and in writing
- Sense of humor
- A warm, approachable, and visible presence on campus that invites and respects the views of others yet is decisive when needed
- Actively engaged with students, faculty, staff, and families in the daily life of the school, preserving and promoting the warmth and closeness that defines the Lower School's culture
- Excellent and immediate follow through, whether via email or via interpersonal interactions
- Knowledge and understanding of effective teaching and instructional practice
- Strong familiarity with significant educational trends in independent Schools



elmwood franklin school

*Thinking beyond.*

### **How to Apply:**

To apply, please provide the following **by March 1.**

Cover letter addressed to Dr. Ryan Kimmet, Head of School

1. Statement of Educational Philosophy
2. Resume
3. List of four references with contact information

Email the above to: [careers@elmwoodfranklin.org](mailto:careers@elmwoodfranklin.org)