

# Head of Lower School (Starting July, 2019)



## Position Summary:

The Foote School, a dynamic and highly respected independent day school in New Haven, Connecticut, seeks an experienced educational leader to serve as Lower School Division Head. We require a creative, resourceful and visionary administrator to lead grades K through 5, home to 284 students and 43 teachers. Excellent classroom credentials, a proven track record of successfully working with faculty and parents, extensive organizational skills and a master's degree are essential. This key leadership position is part of the senior administrative team and reports directly to the Head of School.

The Foote School benefits from close proximity to Yale University and the vibrant city of New Haven. We are a diverse community committed to leading children to ask questions and discover connections, to think and work independently, collaboratively and creatively, and to learn by doing. Close relationships among teachers, students and parents cultivate an atmosphere of mutual consideration and respect. We are deeply committed to diversity and to creating an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities and beliefs.

## Responsibilities:

- Maintain congruency between the school's mission statement and all activities of the division.
- Act as the educational leader of the school division, responsible for its day-to-day operation.
- Articulate the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed and engaged in their respective roles.
- Be a visible presence in all areas of the school; contribute to/volunteer at school functions.
- Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- In collaboration with Assistant Head of School, review and evaluate the curriculum to ensure it is aligned with the strategic vision.
- Coach, provide mentorship, supervise, and evaluate lower school faculty.
- Ensure a safe and challenging environment with a school climate that is supportive, empathic, developmentally appropriate and helps students achieve their potential.
- Be aware of the educational, physical, social, and psychological needs of the school community, and develop plans for meeting those needs.
- Ensure compliance with legal requirements and maintain the educational standards established by the school and CAIS.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- In collaboration with Assistant Head of School, establish programs for the in-service training of all teachers.

- Conduct regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Ensure open, responsive and ongoing communication with parents on an individual as well as small and large group basis.
- Maintain complete academic records on all students.
- Oversee the assessment used by teachers in measuring student achievement.
- In conjunction with the Head of School, establish guidelines for proper student conduct and dress.
- Assist in all aspects of the admission process including marketing, open houses and information sessions, meeting parents, testing, and evaluating applicants for enrollment.
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
- Be committed to your own professional growth especially as it relates to the school's strategic vision.
- Oversee the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of school assemblies and programs.
- Administer school policies fairly.
- Actively engage in senior leadership team meetings.
- Work directly with the Head of School and Assistant Head of School on diversity & inclusion, curriculum, and professional development as they relate to lower school.
- Perform other duties as assigned by the Head of School.

#### **Qualifications:**

- Master's degree in education, school administration or related field.
- 5 – 7 years' experience as a lead teacher.
- 2 – 3 years' experience as an administrative leader, preferably in independent schools.
- Highest level of integrity, ethical standards and a strong work ethic.
- Proven success at working collaboratively in educational leadership.
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of children aged 5-11.
- Outstanding proven leadership skills.
- Exceptional written and oral communication skills.
- Excellent organizational and presentation skills.
- Strategic thinker and empathetic problem solver.
- Strong technology skills.
- Demonstrated commitment to diversity and inclusion.

Please submit the following to [employmentinquiries@footeschool.org](mailto:employmentinquiries@footeschool.org):

- Resume
- Cover letter
- Statement of Educational Philosophy
- Two letters of recommendation
- List of four references

Thank you for your interest in The Foote School!