

## The Bolles School Job Description

**Position Title:** Principal - Lower School

**FLSA Classification:** Exempt

**Reports To:** Associate Head of School

The Bolles School seeks a dynamic, inspirational leader to serve as the Principal of our Whitehurst Lower School campus. The ideal candidate will leverage the strengths of the faculty and staff to continue to build on our culture of excellence and tradition. This position will commence with the 2020-21 academic year.

Bolles proudly employs over 400 full-time, part-time and seasonal faculty, staff, coaches and administrators. Serving over 1,600 students on our four campuses in Grades Pre-K through 12, Bolles has a history rich in traditions and achievement that extends to our hiring practices and the professionalism and respect garnered in the independent school community. The lower school program at The Bolles School teaches children in Pre-Kindergarten through Grade 5 the wonder of learning in an intimate and innovative environment. Bolles' students develop a sense of exploration and personal values that instill a sense of all that is possible throughout their academic and personal lives as they progress through to middle school on the School's Bartram Campus, then move on to the Bolles upper school and beyond. Students receive a firm foundation in reading skills, writing, math, science, and social studies from a dedicated and caring faculty. The curriculum is based on hands-on learning, which emphasizes activities to teach the importance of exploring and experimenting.

**Purpose:** Implement, supervise, monitor and oversee all lower school programs, grades Pre-K through 5.

### Qualifications:

- Bachelor's degree required; Master's degree preferred from an accredited college or university.
- Previous experience as a school administrator, preferably in an independent school, required; 5 years or more experience in key educational leadership roles.
- Classroom experience required
- Deep understanding of and appreciation for elementary age students' educational and social development needs
- Knowledge of accreditation standards.
- Excellent interpersonal and relationship management skills.
- Demonstrated organizational and leadership skills.

### General:

- Must demonstrate and enthusiastically support the School's Mission.
- Willingness to perform in a manner that reflects positively on The Bolles School.
- Must have the ability and willingness to communicate well, work congenially, and deal effectively with all school personnel and school families, as well as with the larger business and educational community.
- As a member of the Bolles team, perform all other duties as requested by the President or other Administrators.

### Essential Functions:

- Act as the educational leader of the Lower School division, responsible for its daily operation and ensure congruence between the school's mission and all lower school programs and activities

- Direct the activities of school's instructional and non-instructional staff as well as parent/student organizations as they interact and relate to various departments within the school, such as admission, business office, etc.
- Establish and maintain relationships with community organizations and other schools to coordinate educational services
- Responsible for facilitating the performance management and development process for all faculty on the lower school campus in conjunction with the Associate Head of School
- Function as the chief articulator of Lower School programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles
- Provide an orderly, controlled environment in which learning can take place, ensuring a school climate which is supportive and reflects high morale and student/faculty engagement
- Consult with faculty in matters of classroom management, teaching methods, and general school procedures
- Make recommendations to the Associate Head regarding hiring, retention, development and assignment of faculty
- Participate and support official parent visitation events
- Build the Lower School calendar of events; direct preparation of class schedules
- Provide academic guidance to lower school students, maintain complete academic records on all students, oversee grading and reporting of standards and methods used by teachers in measuring student achievement
- Manage Lower School student discipline
- Serve on Lower School admission committee; assist with admission process, assessments, interviewing and evaluation of applicants for enrollment
- Oversee the coordination of co-curricular and extra-curricular activity programs of the school
- Provide onsite support to the operation and maintenance of the lower school facilities including managing fire, safety and security programs
- Manage budget for campus

#### **Required Competencies:**

- Leadership Skills
- Interpersonal and Relationship Management Skills
- Strategic thinker
- Organizational skills
- Problem solver
- Coaching & Conflict management
- Decisiveness
- Diplomacy and tact
- Negotiation skills

**For best consideration please submit your completed application to <https://www.bolles.org/about-us/careers> by November 15,2019.**