



Position Description

Division Head, Early Elementary School (3/4s – Grade 2)

New City School, a leading, progressive independent school for students ages three through grade six and located in the Central West End of St. Louis, is seeking a thoughtful, experienced and dynamic educator to lead the Early Elementary Division (3/4s - Grade 2). The next division head will possess a deep understanding of child development, progressive pedagogy, and educational research; a commitment to diversity, equity and inclusion; a growth-oriented mindset; and a spirit of collaboration and joyful learning. The next division head will also understand that establishing meaningful interpersonal relationships are critical for effecting change; the next division head will have an opportunity to make a tremendous impact on this thriving community. As a key member of the School's administrative team, the Early Elementary Division Head plays an important role in the school's overall planning process and is integral to the continued articulation of the New City School approach to education, including our commitment to social justice, diversity, equity and inclusion.

The ideal candidate will have: an advanced degree and school classroom and leadership experience in early childhood and/or the elementary grades; expertise as a teacher trainer, mentor, supporter, and advocate; understanding of the *Responsive Classroom* approach; and experience in research-based instruction, project-based learning, and curriculum design.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead all operations of the early elementary division (3/4s - Grade 2).
- Co-lead, along with the upper elementary division head and head of school, major initiatives related to curriculum, pedagogy and student life.
- Provide inspirational leadership that is in-line with the core values of New City School and grounded in the school's mission and strategic plan.
- Possess skill and experience in diversity work—both in training and in implementation—and a commitment to fostering culturally competent and inclusive classrooms.
- Hire, observe, supervise, and evaluate the early elementary faculty.
- Stay current with research related to child development, progressive pedagogy and the importance of play for young children.
- Oversee the successful academic growth and social and emotional learning of all students.
- Serve as an active and collaborative member of the senior administrative leadership team.
- Educate and guide families on topics related to child development and learning.
- Work with the Director of Enrollment Management to serve on the Admissions Committee, supporting all student recruitment and retention efforts.



- Develop and sustain close partnerships with families and be a visible presence in the early elementary division and throughout the school.
- Possess dynamic communication and presentation skills—both written and oral.
- Be technologically savvy.
- Manage the division’s budget.
- Perform other duties as assigned by the head of school.

New City School provides a competitive salary and benefits, including leadership and professional development opportunities.

Start Date: July 1, 2020

Application Deadline: February 21, 2019

To apply: Please send a letter of interest, resume, and the names and contact information of three references to Alexis Wright, Head of School at awright@newcityschool.org. Please indicate “Early Elementary Division Head” in the subject line.

New City School Mission

New City School develops each child’s individual strengths through an integrated Multiple Intelligences curriculum. We prepare children, age three through grade six, to be confident, joyful learners who are successful academically, knowledgeable about themselves and others, and who value diversity.