



Providence Christian School of Texas

Position Title	Head of Lower School
Reports To	Headmaster
Position Purpose:	The Head of Lower School is responsible for the management and overall effectiveness of the division.
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year
Vacation Designation	4 weeks

Position Summary:

The Head of Lower School will oversee the daily operations of PK through Class Four and will provide Christ-like leadership, supervision, and spiritual guidance to the teaching staff, students, and school community. The Head of Lower School will work alongside the Headmaster and school staff to provide the unique high-quality delivery of a classical, Christian education for the students and partner with parents in the spiritual development of the whole student. This position requires strong leadership and oversight to help shape the school and guide it in accomplishing the overall mission.

Qualifications:

- Bachelor's degree required; Master's degree preferred
- At least five years teaching and administration experience in an independent school environment preferred
- Commitment to classical, Christian education
- Leadership and facilitative skills, including the ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, and students
- Steeped in moral purpose, clarity, conviction, and integrity
- Cultivate a personal devotional life and encourage the faculty and staff to do likewise.
- Seek godliness and wisdom above all else.
- Demonstrate a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Lead by example through professional behavior, discretion, good judgement, and integrity.
- Ability to maintain confidentiality
- Excellent verbal and written communications skills
- Competent in database management, word processing, and use of spreadsheets

Essential Functions:

Administration

- Implement and execute the mission of the School.
- Serve as a member of the leadership team and work directly with the Headmaster to initiate, implement and oversee the day-to-day programs and activities of the lower school.
- Assist the Headmaster and make recommendations regarding the recruitment and selection of new employees, as well as the retention and assignment of current employees.

- Provide a visible presence in all areas of the school; work toward a resolution of all problems - both routine and unique and as they arise keep the Headmaster informed.
- Participate in long-range planning with administration and maintain congruency between the school's board-approved mission statement and all activities of the Lower School.
- Function as the chief articulator of the vision, programs and expectations of the division.
- Aid in planning and implementing all areas of financial responsibility related to the division.

Faculty

- Mentor, nurture, observe, guide, and evaluate the faculty using proactive personnel management.
- Supervise Lead Teachers in Classes One through Four.
- Assign teachers and students to classes.
- Establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Provide an orderly, controlled environment in which learning can take place, and a school climate which is supportive and reflects high morale.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and recognition of individual differences and the special abilities and strengths of each Lower School employee.
- Review and edit divisional documents prior to publishing (report cards, conference forms, letters to parents, etc.)
- Conduct regular meetings with faculty to deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.

Student Body

- Set an atmosphere of behavior and discipline standards that reflect and train godly character.
- Serve as a leader in providing for the educational, physical, social, and psychological needs of the members of the Lower School community, and develop plans for meeting those needs.
- Cultivate partnerships with parents and serve as the division's primary contact with parents.
- Provide academic guidance to students; serve as student advocate, helping student families respond to specific academic, emotional and developmental challenges.
- Speak in chapel several times year for Classes One through Four.
- Supervise the reviews and analysis of standardized and educational test scores.
- Oversee the coordination of the co-curricular and extra-curricular activity programs of the school; assist in the planning and the presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events.
- Provide for the academic guidance of students; maintain academic records on all students; oversee the grading and the reporting of standards and methods used by teachers in measuring achievement.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for Lower School enrollment.
- Work with Parents' Council to oversee all Lower School parent volunteers.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Work with a variety of challenges, deadlines and a varied and diverse array of contacts.
- Regularly use near and distance vision.
- Ability to walk quickly and/or run in case of emergency.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.
- May work in varied outside weather conditions during carpool and special activities and events.