



## **Lower School Director: Job Description**

Windermere Preparatory School is accepting resumes for a Lower School Director for the 2021-2022 school year. Our philosophy provides an educational environment that fosters honesty, integrity, trust, self-worth, self-discipline, respect for authority, concern for others, and pride in our being a member of a global community. Teachers at Windermere Prep provide instruction that develops and educates the whole child, both inside and outside the classroom, through personalized learning and a cutting-edge curriculum. While academic achievement is Windermere Preparatory School's highest priority, it is complemented and enriched by a multitude of resources and extracurricular activities, such as fine and performing arts, athletics, clubs, and community service. Collaboration, flexibility, and a passion for educating the whole-child are key components of a successful Lower School Director.

The Lower School Director reports to the Assistant Head of School and serves as a key member of the senior administrative team. The Lower School Head directly oversees a total of 70 faculty and staff and 540 students in grades PK-3 - fifth grade. This person must have a passion for life-long learning and a love for working with lower school students.

Windermere Preparatory School is a Nord Anglia Education (NAE) school. This means Windermere Prep is a part of a family of 70 international schools, boarding schools, and private schools located in 26 countries around the world. Together, we educate more than 50,000 students between the ages of 2 and 18 years old.

### **DUTIES AND RESPONSIBILITIES:**

#### **Leadership -**

- Champion of preserving the mission and vision of Windermere Preparatory School and alignment with the other neighborhoods of the school.
- Fosters an inclusive environment where all members of the community feel seen, heard, respected, reflected, represented, and valued.
- Assume responsibility for the day-to-day operations with regards to curriculum, instruction, extra curricular events, behavior and parent relations.
- Serve as the spokesperson for the expectations, behavioral guidelines, and any information necessary to ensure everyone is fully informed of their duties.
- Support the work of the Office of Admission by screening prospective students, attending and speaking at admission events, and participating in Lower School admission committee meetings.
- Ensure the continuation of the accreditation for the Florida Council of Independent Schools.
- Serve on the Senior Leadership team and work collaboratively towards the advancement of the strategic operating plan for the entire school.
- Engage and present to the Board of Trustees on Lower School.
- Oversee all divisional budgetary and spending including capital expenditure planning,
- Perform other duties as assigned by the Assistant Head of School.

## **Faculty and Staff -**

- Lead the recruiting, hiring, mentoring, and evaluation of all members of the Lower School faculty.
- Oversee orientation and in-service for faculty, ensuring they are familiar with policies and curriculum.
- Lead the Lower School curriculum initiative in developing the comprehensive view of language and literacy that aligns with the Fountas and Pinnell Literacy Continuum.
- Scaffold teacher connection to company-driven initiatives, including but not limited to Nord Anglia Global Campus.
- Deliberate and dedicated focus on developing a positive school culture and effective faculty team building to successfully increase teacher retention and efficacious instructional collaboration.
- Conduct regular faculty meetings that connect and enhance the school's mission and vision, deliver professional development and build a strong collaborative team atmosphere.
- Implement teacher performance evaluations, observations, and planning and executing professional development.
- Lead the Data Wise Process in the Lower School to effectively use data to drive instructional change.
- Oversee the schedule development to accomplish changing curricular offerings while maximizing student instructional time and teacher team planning time.

## **Students -**

- Foster and develop a sense of community amongst the student body.
- Responsible for student discipline concerns and proactive behavior coaching.
- Collaboratively work with the Lower School Guidance counselors to support and maintain the character education program that incorporates the intentional development of social and emotional intelligence and incorporating mindfulness practice into all classroom settings.

## **Families -**

- Routinely communicate with parents about student academic, social, and behavioral performance.
- Engage and collaborate with parents through a variety of events, newsletters, and committees to enhance the day-to-day experiences for the student body and faculty.

## **Others -**

- Ensure the order of the facilities.
- Develop and update lower school publications including website, admissions materials, student/parent handbook, student supply list, and summer study.
- Responsible for social media and weekly electronic publications about Lower School events.
- Oversee the maintenance of digital bulletin boards for faculty and parent information platforms.

## **Qualifications**

- 10+ years of elementary teaching experience
- 5+ years of administrative leadership experience in an independent school setting
- Master's degree in Education is required
- Excellent interpersonal (communication, problem-solving, conflict management, collaboration) and relationship management skills with school faculty, families, as well as with the larger business and educational community.

Windermere Preparatory School seeks candidates who will promote, support, reflect, and enhance the racial, ethnic, cultural, and gender diversity of our school community.

**Starting date:** July 1, 2021

**Reports to:** Assistant Head of School

**To Apply:**

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A one-page statement of educational philosophy and practice;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)