



Lower School Coordinator, Position Description

- In alignment with the mission, the strategic plan, and in concert with the Head of School and Assistant Head of School lead grades 1-4, including ongoing evaluation of the program.
- Strive to keep the Lower School running smoothly and harmoniously.
- Be a visible presence in all facets of the division.
- Assist in planning and managing the budget for the division.
- Set an example of professionalism in line with what is described in the Employee Handbook. Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Function as the chief articulator of the division's programs, expectations, and behavioral guidelines.
- Assist the Lower School faculty in setting annual divisional and individual goals.
- Assist in observing and evaluating all Lower School faculty.
- Maintain a high level of morale among the Lower School faculty.
- Lead monthly Lower School division meetings.
- Track the progress of and be knowledgeable about all students and families. Pass all pertinent information on to the Assistant Head.
- Provide an orderly, controlled environment. Be the first point of contact for teachers regarding student behavioral incidents, seek to resolve behavioral matters within the division, and keep parents, Assistant Head, and Head informed.
- Be knowledgeable about all students who require accommodations or about whom the faculty are expressing concern.
- Produce a bulletin board schedule and rotation of duties.
- Facilitate monthly birthday celebrations.
- In collaboration with the Assistant Head and Middle School Coordinator, schedule daily lunch periods for grades 1-4.
- In collaboration with the Middle School Coordinator and Director of Music, organize and communicate plans for the annual Halloween celebration.
- In collaboration with the Middle School Coordinator and Assistant Head of School plan for and communicate about all community service projects.
- Schedule and coordinate all special Lower School activities and celebrations.

- Maintain a comprehensive calendar of Lower School events and keep the entire school community informed of important division programs and activities.
- Attend monthly Coordinator meetings, and any related meetings that may be scheduled throughout the year.
- Facilitate and provide a staffing plan for a safe and smoothly-running car line
- Help facilitate implementation of any new curriculum and/or programs and assist in review of existing programs. Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- Be knowledgeable about and up-to-date with Columbia University's Readers' Workshop and prepared to implement new material as it becomes available; be knowledgeable about Writers' Workshop. Work collaboratively with the Pre-Primary Coordinator and teachers regarding these programs.
- Inform faculty about completion dates for running records. Be knowledgeable about each student's reading progress.
- Meet with the Pre-Primary Coordinator at least once a week; stay in touch and informed about the pre-primary program.
- Ensure all lower school teachers have sufficient first aid supplies, including tooth containers.
- Perform any other duties as assigned by the Head of School.

Qualifications

- Bachelor's degree, Master's degree preferred, in a field related to the position
- Classroom teaching or similar experience
- Leadership experience or the willingness and initiative to acquire leadership experience
- Strong organizational, technical, and analytical skills
- Excellent interpersonal skills
- Exceptional written and verbal communication skills
- Detail oriented
- Problem solver
- Able to work collaboratively
- Passionate about working with and inspiring elementary school aged learners

