



Position Title: Assistant Head of Lower School
Position Status: Full-time, 12 months
FLSA Classification: Exempt
Reports To: Head of Lower School

Position Purpose

The Assistant Head of Lower School works with the Head of Lower School and faculty to foster a positive, safe environment that will best meet the needs of all students and families. Together with the Division Head, the Assistant Head will develop programs and policies to support student academic wellness, growth, and achievement that ensure we are living our mission and values on a daily basis.

Essential Functions

Responsibilities include but are not limited to the following areas:

I. Inspire unbounded curiosity and independent thought in every one of our students:

- Oversees supervision and evaluation of faculty as designated by the Head of Lower School.
- Assists Lower School Head and School Psychologist as a member of the Student Support Team.

II. Build an Inspiring and Inclusive Community:

- Supports and oversees all divisional events including weekly assemblies and field trips.
- Coaches/mentors faculty.
- Edits reports as designated by the Head of Lower School.
- Coordinates ERB testing.
- Assists CEL and Outdoor Program coordinators with scheduling and program logistics.
- Other duties as assigned by the Head of Lower School.

III. Works collaboratively with the Lower School Head on all school matters.

Qualifications

- Bachelor's degree in education; a master's degree or working towards a master's degree preferred.
- At least 3-5 years of experience in the classroom and administrative experience.
- Experience working with elementary school students and parents.
- Extraordinary ability to react and adjust quickly to changing conditions and to come up with practical ideas for dealing with them.
- Demonstrates sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrates deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Experience handling a wide variety of conflict situations in a professional manner.
- Track record of success working with others in a results-driven, task-oriented collaboration.
- Outstanding communications skills.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Turn, bend, reach, and occasionally climb.

Application Procedure

Interested candidates, please email a cover letter, resume, statement of educational philosophy, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.