



RIVERSIDE

Presbyterian Day School

RIVERSIDE PRESBYTERIAN DAY SCHOOL

Assistant Head of School

Riverside Presbyterian Day School, an independent, co-educational elementary (PreK 3 - 6th) day school located in Jacksonville, Florida is conducting a search for an Assistant Head of School to join the administrative team starting July 1, 2022.

The Assistant Head of School will be responsible for managing the day to day operations of the academic program. Responsibilities include supporting, observing, supervising, and evaluating faculty; monitoring student progress and providing for individual academic and personal guidance as needed; overseeing the academic program, curriculum, and records; serving as primary liaison with parents; serving as a member of the senior administrative team; and working closely with the Head of School, the Director of Curriculum and Learning, and other members of the administrative team.

Responsibilities:

- Lead, inspire, and develop faculty in matters of instruction, management, and professional growth.
- Oversee and coordinate the daily operations of the school while communicating effectively with faculty, staff, and parents on a regular basis.
- Attend various school functions including at times, weekend and evening events.
- Provide a safe orderly environment conducive to teaching and learning.
- Oversee the documenting and reporting of student progress and report cards.
- Communicate regularly and effectively partner with parents to support the social, emotional, and intellectual development of all students.
- Provide an innovative and supportive teaching and learning environment while supervising, observing, and evaluating faculty.
- Create and coordinate classroom and specialist teacher schedules.
- Meet regularly with grade level teams and support teachers.
- Manage the academic programming budget and expenditures in collaboration with the Director of Finance.

- Serve as a member of the Student Needs Committee and provide council and support to best serve the interest and needs of students, faculty, and parents.
- Communicate regularly with the Head of School regarding events and issues.
- Maintain a standard of student conduct consistent with the school's mission, values, and policies.
- In collaboration with the Head of School, interview and hire faculty, resource teachers, and learning support specialists.

Successful candidates will have the following qualifications:

- Demonstrated success as an elementary educator and administrator
 - A minimum of a MA in an appropriate discipline
 - Commitment to children and a strong understanding of childhood development, educational approaches, and curriculum
 - Understanding of culturally competent teaching and differentiated instruction
 - Ability to lead, inspire, support, and mentor faculty
 - Ability to function as a collaborative member of a community
 - Excellent oral and written communication skills with the ability to effectively communicate with all members of the school community
 - High degree of empathy, integrity, and trustworthiness
 - Warm personality and positive spirit
 - Professional demeanor and a commitment to excellence and innovative education
 - Good sense of humor, balanced perspective, and high emotional intelligence
 - Proven ability to think strategically and creatively
-

Individuals interested in learning more about and applying for this position should send resume, cover letter, references, and statement of educational philosophy (via e-mail or regular mail).

Sarabeth Soule, Executive Assistant to the Head of School | ssoule@rpds.com

Riverside Presbyterian Day School | 830 Oak Street, Jacksonville, FL 32204