

## **LOWER SCHOOL DIRECTOR JOB DESCRIPTION**

The Lower School Director is a full-time, 12-month Administrator reporting to the Head of School. The Lower School Director serves as the educational leader, responsible for managing the policies, regulations, and procedures established by the Head of School and the board of trustees, and ensures that all students are supervised in a safe learning environment that meets the approved mission of the school. Achieving academic excellence requires that the Lower School Director work collaboratively to direct all members of the school staff hired by the administration and to communicate effectively with all stakeholders. Inherent in the position are the responsibilities for scheduling, curriculum development, personnel management, emergency procedures and facility operations as deemed by the Head of School.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

#### **Administrative Leader**

- Communicates with Head of School regularly about the needs, successes and general operation of Lower School
- Hires, assigns, renews, and dismisses faculty and staff in accordance with the procedures established by Human Resources
- Supervises all personnel assigned to Lower School, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met
- Conducts or attends all standing meetings, including internal leadership team meetings, budget meetings, CORE meetings (team leaders + admin.), grade level team meetings curriculum meetings, and staff meetings
- Collaborates with all-school administration to make and support decisions related to school-wide policies
- Ensures Lower School is in compliance with accreditation standards
- Supervises the implementation of safety and security procedures and drills
- Maintains high level of visibility with students, staff, and parents, attending school functions regularly to demonstrate a genuine interest in the students and staff
- Collaborates with the Admissions Director to supervise the screening process of prospective Lower School students; participates in intake meetings
- Works closely with the Lower School Counselor to ensure the success of all students
- Provides and supervises in a fair and consistent manner effective discipline consistent with the philosophy, values and mission of the school

#### **Instructional Leader**

- Ensures the academic program is adhering to the school's mission of providing a diagnostic-prescriptive education to students with language-based learning differences; ensures adherence to structured literacy and the science of reading
- Ensures that faculty are trained in best practices for students with dyslexia, dyscalculia, ADHD, and other learning disabilities; identifies appropriate professional development opportunities and sends staff for trainings accordingly
- Supervises the instructional programs of the school; evaluates the overall curriculum and leads curriculum teams in vertical alignment when necessary

- Collects and analyzes data regarding the needs and strengths of students, including the M.A.P. assessment, outside testing provided by parents, and other pertinent information; uses the information to design and implement student groupings, schedules, services and programs
- Observes classes and works with teachers to employ a variety of instructional strategies; works with teachers to troubleshoot if students are not progressing and makes adjustments in student programming when needed; organizes student staffings, and work with staff to create and implement a plan of action
- Establishes an effective method for researching, acquiring, and introducing new technology in a way that is consistent with choosing evidence-based curricula
- Oversees the development, editing, and completion of Lower School report cards

#### **Staff Advocate and Educator**

- Displays the highest ethical and professional behavior and standards
- Directs the onboarding of new teachers and maintains New Teacher Induction Guide
- Organizes and nurtures an effective faculty and staff of teachers, team leaders, an assistant director, counselor, and registrar; provides clear expectations for responsibilities and performance, holding each individual accountable
- Ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence
- Maintains high morale through relationship-building and nurturing, fairness, positive feedback, leadership opportunities, and maintaining an open door policy

Potential candidates should send a cover letter and resume to Head of School, David Mendlewski at [dmendlewski@briarwoodschool.org](mailto:dmendlewski@briarwoodschool.org).

*A full position description will be available to candidates that advance to further steps in the interview process.*

#### **Qualifications and Experience**

- Masters degree in education or related (counseling, speech and communication disorders) field
- 3-5 years experience leading a division of a similar size of faculty
- Teaching experience with learning disabled students preferred

The Briarwood School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. Briarwood prohibits discrimination and harassment of any kind based on race, color, sex, sexual orientation, disability, religion, age, or any other protected characteristic as outlined by federal, state or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Briarwood School makes hiring decisions based solely on qualifications, merit, and business needs at the time.