

ST. GEORGE'S EPISCOPAL SCHOOL

Director of Lower School

Reports to: Head of School

Full-time | 12-month | Exempt

St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from nursery through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

The Director of Lower School oversees the complete Lower School program (K - 4th grade) and supports the mission, statement of philosophy and objectives of St. George's Episcopal School. The Director of Lower School reports directly to the Head of School in developing and supporting the policies and procedures of the school. The Director of Lower School will endeavor at all times to provide leadership in the daily activities of Lower School. The Director of Lower School's duties shall include but not be limited to:

Essential Duties and Responsibilities

- Day-to-Day Responsibilities:
 - Provide day-to-day management for Lower School.
 - Work with the Head of School and Administrative Team to handle all problems related to the administration of Lower School.
 - Serve as a member of the Administrative Team and Admission Committee.
 - Operate Lower School within the approved budget for the division; work closely with the CFO and Head of School to evaluate and update the Lower School budget.
- Support for Students and Families
 - Partner with the Director of Resource Services and the Director of Counseling and Wellness to ensure that students' academic and social/emotional needs are consistently met during their time at St. George's.
 - Consult with parents and collaborate with faculty members as needed to promote student success.

- Provide structure and support for record keeping and parent/teacher conferences, including: goal-setting preparation, report card editing and review and in-person support for parent meetings upon request.
- Model empathetic, open and honest communication with families for teachers and staff. Provide training and coaching on mission-aligned communication with families.
- Oversee and support communication with parents, including monthly Lower School Letters from the Division Director as well as biweekly newsletters from teachers.
- Plan special programs for students and family members (e.g. Curriculum Night, Grandparents and Special Friends Day, and other grade-level parent-facing events).
- Oversee the SPARK program and Lower School enrichment classes in collaboration with the Talented and Gifted Coordinator.
- Partner closely with the Director of Resource on matters of scheduling, parent communication and academic programming when relevant for Resource Team collaboration.
- Support for Teachers
 - Interview, hire and train new faculty members (includes teachers, specials teachers, student support technicians and other support staff).
 - Evaluate the performance of each teacher throughout the year through classroom observations and the review of communication with parents.
 - Develop and supervise the educational program and curriculum for Lower School in conjunction with the mission of the school; support teachers in the differentiation of curriculum to meet students' needs.
 - Provide thoughtful and intentional leadership and structure for division meetings, professional development days and Workshop Weeks at the beginning/end of the school year; arrange for external professional development opportunities for teachers and staff.
 - Create and implement Lower School schedules.
 - Work with Lower School specials teachers in developing curriculum; oversee implementation of specials (for K through 4th grade).
 - Meet regularly with faculty members in divisions, grade levels and inter-teams, and as individuals to provide coaching and promote collaboration.
 - Work with teachers to order books, subscriptions and supplies for Lower School classrooms and curriculum.
 - Define and support the assessment process for Lower School (formal and informal assessments), and work to create alignment in assessments across grades.
 - Partner with the Director of Technology to support implementation of digital education platforms and standardized testing.
- Supporting the Mission of St. George's:
 - Develop and executive long-term planning initiatives for Lower School as part St. George's Strategic Plan.
 - Attend board meetings and after-hours events as directed by the Head of School.
 - Embody and model a growth mindset; seek out and attend professional development in the areas of curriculum, social/emotional learning, learning disabilities (especially those supported by the Resource Department), leadership/management and behavior management best practices.

- Work in conjunction with the Director of Early Childhood and Director of Middle School to create an alignment and continuity throughout the school.
- Assist the Admissions office in Lower School admissions procedures (e.g. visiting schools, meeting with students, talking to parents, etc.).
- Other:
 - Create, update and implement safety procedures for the Lower School.
 - Report safety and building concerns to the Administrative Team.
 - Work with the Director of Maintenance to arrange for repairs and maintenance of Lower School facilities.
 - Manage Title II, Title IV and 8(g) grants, applications and procedures.

Qualification Requirements

- Master's degree in education or closely related field
- Five to seven years of teaching experience or teacher leadership
- Two to three years of experience as an administrator, preferably in independent schools
- Strong organizational and leadership skills
- Excellent verbal and written communication skills
- Proficiency in G-suite
- Knowledge of child development, elementary education and how to support diverse student needs.
- Ability to work collaboratively with parents, faculty members and other colleagues
- Commitment to the mission of St. George's Episcopal School
- A sense of integrity, ethics and an ability to carry out responsibilities in accordance with the school's policies and procedures

Working Conditions / Physical Demands:

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer.
- Occasional lifting up to 50lbs.

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to Dr. Joe Kreutziger, Head of School, at Dr.K@stgnola.org.