

# THE BENJAMIN SCHOOL

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**Position Title:** Head of Lower School  
**FLSA Classification:** Exempt  
**Position Reports:** Head of School and Assistant Head of School

## Overview

The Benjamin School (TBS) is a coeducational, college-preparatory independent day school with campuses in North Palm Beach and Palm Beach Gardens, Florida. With a tradition of excellence lasting more than half a century, the School serves approximately 1,300 students in grades PreK3-12.

At The Benjamin School, students begin a lifelong pursuit of understanding, embracing the excitement of learning, and realizing its unlimited power.

The Benjamin community is rooted in a shared commitment to excellence, achievement, and a strong sense of values. Students learn to balance confidence with humility, and competitiveness with collaboration to reveal their best selves - and to bring out the best in each other. From their first day at Benjamin, students experience gratification through the pursuit of knowledge and learn to capitalize on its power.

Benjamin students become more than lifelong learners. They learn to recognize and appreciate the real value of knowledge as they begin a lifetime of turning what they know into meaningful, positive influences and outcomes.

A welcoming and accepting culture driven by the 12 Benjamin Values permeates the School community. Students cultivate creativity and curiosity in all aspects of their lives through academics, art, athletics, performance, and the pursuit of challenge, creativity, healthy competition, and balance. At Benjamin, they broaden their horizons as they prepare for an impressive range of postgraduate opportunities, including admission to the nation's most competitive colleges and universities.

In 1960, Marshall and Nancy Benjamin, two teachers from Michigan, acquired a three-car garage in North Palm Beach, swept out its dirt floors, bought some rudimentary furnishings, and founded what they called the North Palm Beach Private School. The couple demonstrated kindness and courtesy that made their school feel like family. That sense of family still exists today.

The founders' vision was to educate the whole child and expose children to rigorous academics alongside music, the arts, and a second language beginning at a young age – and that remains the core of The Benjamin School ethos and approach to teaching and learning. Benjamin's 10-acre Lower/Middle School Campus, located across from the Intracoastal Waterway in North Palm Beach, Florida, serves students in grades PK3 through eight. An impressive 50-acre Upper School campus in Palm Beach Gardens, built in 2004, offers purpose-built, state-of-the-art facilities for its 485 students. With over 60 years of history and more than 3,000 alumni pursuing their passions around the globe, The Benjamin School today continues to evolve and offer promise and potential to its students, faculty, and leaders. The School's heritage of timeless education is built on proven principles that are constantly strengthened and improved upon to meet the evolving needs of students, graduates, and society. Faculty are invested in student success, and students and their

parents feel that and acknowledge and appreciate their dedication, support, and high standards. Tradition coexists alongside innovation in this educational community, characterized by many as welcoming, caring, close-knit, and balanced.

The Benjamin School is seeking a Lower School Head for the North Palm Beach campus for the 2024-2025 school year,

### **Key Expectations of all TBS employees**

- Demonstrates support for the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

The Lower School Head reports to the Head of School and Assistant Head of School and is a member of the senior administrative team. The position calls for an experienced lower school division administrator. The Search Committee has been charged with finding a Lower School Head replacement with the following qualities.

- Master's degree in education or educational administration
- Prefer a minimum of 3 years division head experience
- Ability to obtain Florida Department of Families Child Care Director Credential
- Ability to build relationships and consensus
- Collaborative managerial style
- Confidence in making the final decision
- Desire to be immersed in an active educational community
- Experience and success with parents
- Student-centered
- Strong work ethic
- Excellent communicator in spoken and written form
- Strong interest in curriculum
- A positive outlook with an engaging sense of humor

### **Responsibilities and Duties**

The Lower School Head:

- Oversees the management and day-to-day operation of the Lower School (PK3 through Grade 5)
- Prepares and presents the annual budget to the Chief Financial Officer
- Recruits, interviews, and hires faculty and staff for the Lower School in coordination with the Head and Assistant Head of School
- Works with the LS Dean of Academics to maintain and support the new teacher mentor program
- Is responsible for evaluating Lower School faculty, administration, and staff in conjunction with the LS Dean of Academics and LS Grade/ Dept. Chairs
- Oversees and supports faculty development in conjunction with the Assistant Head of School and LS Dean of Academics

- Supports the Coordinator of Administrative Services and Administrative Assistants in preparing the academic schedule
- Oversees the design, implementation, and review of academic programs with the Assistant Head of School, LS Academic Dean, and LS Grade/Dept. Chairs
- Serves as spokesperson for the Lower School at various events
- Prepares weekly digital communications for parents
- Leads Lower School faculty meetings and LS Grade/Dept. meetings
- Prepares the LS Faculty Handbook and Student and Parent Handbook
- Supports LS Dean of Students in student conduct, discipline, and attendance matters
- Assists the Enrollment Office in evaluating student candidates for Lower School admissions
- Identifies parents to serve as Homeroom Ambassadors and works with the Lead Homeroom Ambassadors to share information and obtain feedback regarding parent concerns
- Communicates regularly with the Benjamin Parent Association and attends meetings as necessary
- Meets formally and informally with parents and guardians
- Establishes and maintains processes and procedures, such as lunch, recess, arrival, and dismissal
- Oversees student placement procedures and lists with Student Services and the Dean of Students
- Attends professional development conferences/workshops relevant to position and responsibilities
- Communicates the curricular and instructional goals, policies, protocol, and procedures to the Lower School parents in writing and through meetings as needed
- Assists Student Services in the development and delivery of on-campus parent workshops
- Serves on school-wide committees as assigned by the Head and Assistant Head of School
- Guides and supervises LS Grade and Department Chairs
- Meets regularly with the Head and Assistant Head of School and keeps them informed of all activities, events, and concerns
- Meets regularly with the LS Dean of Academics and LS Dean of Students
- Other duties as assigned

### **Physical Requirements**

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices, and other office equipment, reach with hands and arms, and occasionally lift and/or move up to 10 pounds with or without reasonable accommodations.

To apply, please submit a current resume, statement of educational philosophy, and list of references with name, relationship, phone number, and email address to:

Dr. Sheehan, Current Head of Lower School, Appointed Assistant Head of School 2024-2025  
 kristen.sheehan@thebenjaminschool.org.

DFWP/EOE  
 12/12/2023