



**RIVERSIDE PRESBYTERIAN DAY SCHOOL
Assistant Head of School**

Riverside Presbyterian Day School, an independent, coeducational elementary (PreK -6) day school located in Jacksonville, Florida is conducting a search for an Assistant Head of School to join the administrative team starting July 1, 2024.

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 Early 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 a resume, cover letter, references, and statement of educational philosophy (via e-mail or regular mail).

Sarabeth Soule
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