# Assistant Director of Lower School

## Job Description

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<tr>
<th>LOCATION</th>
<th>Windermere Preparatory School - Windermere, Florida</th>
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| **JOB PURPOSE** | ● The Assistant Director of Lower School assists the Director of Lower School in overall administration of the instructional program and campus level operations and supervision of the Lower School program. The Assistant Director will also coordinate assigned student activities and services.  
● You’ll work with faculty and students to foster a positive school culture following the Responsive Classroom approach.  
● You’ll encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.  
● As a genuine team player, you’ll work across the early childhood and elementary school divisions to ensure students are learning and growing.  
● Everything we do is connected to our vision to create a generation of resilient and creative global citizens who will change our world for the better. |
| **REPORTING TO** | Director of Lower School |
| **DIRECT REPORTS** | N/A |
| **OTHER KEY RELATIONSHIPS** | Internal:  
- Senior Leadership Members,  
- Elementary School Staff  
- Students, & Parents  
External:  
- Parents |
| **KEY RESULTS AREA** | PERFORMANCE MEASUREMENT |
| **GENERAL RESPONSIBILITIES** | Annual Performance Review |
| ● Collaborate with the Director to develop and implement the school’s vision, goals, and strategic initiatives.  
● Assist in the day-to-day administration of the school, including managing student discipline, resolving conflicts, and addressing parent concerns.  
● Collaborate with the LS administrative team in the implementation of school policies and procedures related to student attendance, progress monitoring (report cards), and assessment.  
● Actively participate in the LS development and implementation of the IB PYP  
● Collaborate with the LS administrative team on the development of class schedules, teacher assignments, and school communications.  
● Serve as Lower School point of contact for recess/lunch aides.  
● Support the Director in creating and maintaining a positive and inclusive school culture that promotes student engagement, motivation, and success.  
● Oversee Lower School division operations in the Director’s absence.  
● Perform additional duties as assigned. |
### INSTRUCTIONAL LEADERSHIP / TEACHER DEVELOPMENT AND SUPPORT

- Collaborate with the LS administrative team in support of teachers in grades PreK3 - Grade 5, including observing classroom instruction, providing feedback, and facilitating professional development as needed.
- Assist the Director in interviewing and selecting of new staff.
- Support new teachers through the onboarding process, providing guidance and resources.
- Work in partnership with the LS administrative team to foster collegiality and team building among staff members.
- Provide guidance and/or resources to faculty for professional growth.

### STUDENT SOCIAL-EMOTIONAL LEARNING, SUPPORT, AND DISCIPLINE

- Oversee student discipline, ensuring a safe and respectful learning environment for all students as outlined in the WPS Student/Parent Handbook and following the Responsive Classroom approach.
- Promote equity and empathy within our diverse community.
- Plan and deliver monthly SEL guidance lessons to all LS classes.
- Work closely with students, families, and staff to address individual student needs, and promote positive behavior and social-emotional development.
- Manage disciplinary investigations and documentation.

### SCHOOL AND COMMUNITY ENGAGEMENT

- Build positive relationships with students, families, and colleagues to foster a sense of belonging and partnership in the school community.
- Support a positive school culture of continual growth by engaging with colleagues to think, create, and reflect.
- Assist with the planning and coordination of school events, programs, and initiatives to promote student involvement, school spirit, and community engagement.

### PERSONAL SPECIFICATIONS

**Required**

- Bachelor’s Degree in Education or related field.
- Master’s in Education/Educational Leadership or related field.
- Minimum experience of three successful years as a classroom teacher.
- Minimum of three years of successful experience in a school leadership role.

**Preferred**

- Training in effective instructional methods for cultural, social, and language acquisition.
- Strong proficiency with Google Suite and Microsoft platform.
- Excellent cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.

### PERSONAL ATTRIBUTES

As our teammate, here’s what we expect:
- You love being part of a team – it’s what gets you up in the morning.
- You’ll run it like you own it – you take huge pride in your work and your relationships.
- You’re resilient – you’ll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You’re humble – you’ll know what you’re great at and where you’re not quite so strong.
- You’re a listener – you’ll hear what people say so you understand what’s being asked.
- You’re calm under pressure – you’ll keep cool when the going gets tough and know when to slow down your thinking.
- Entrepreneurial – you’ll always find opportunities to do things differently and better.

CREATE YOUR FUTURE

We’re Nord Anglia Education, one of the world’s largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world’s best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you’ll become part of a global family of experts working for a fast-growing premium international brand.