



(The Rev'd) David O. Browder, Rector | **Dr. William Mott**, Interim Head of School

Head of Lower School Reports to Head of School

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dynamic leader as Head of Lower School to join our team. Responsibilities will include but are not limited to, overseeing the educational programs and day-to-day operations of the Lower School at Saint Thomas' Episcopal. This position will require an individual who excels in a wide range of responsibilities including administrative tasks.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provides visionary leadership to create an exceptional experience for Lower School student.
- Maintain continuity between the Saint Thomas' mission statement and all activities within the Lower School.
- Serves as the curriculum leader in developing academic program for Lower School.
- Works closely with and collaborates with other STE division heads to enhance the academic program of the school.
- Function as the chief advocate and communicator of Lower School programs, expectations, behavioral guidelines, and policies.
- Conduct informal and formal faculty evaluations and provide feedback.
- Advise faculty in need of instructional coaching, and assist in authoring growth plans.
- Monitor and direct daily activities of faculty, including classroom management, procedures, duties, documentation in Veracross, and communication with parents.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Establish programs for the orientation of new teachers and for in-service training of all Lower School teachers.
- Act as the parent/student point of contact for matters that cannot be addressed by the homeroom or subject teacher.
- Oversee student discipline and document disciplinary action.
- Make recommendations to support struggling students and document necessary procedures and actions.
- Serve on the Lower School admissions committee and conduct interviews and evaluations of prospective students/families.

- Create and send a periodic newsletter to the Lower School community highlighting upcoming events, recent accomplishments, and other items of interest.
- Oversee the coordination of trips, special programs, and events.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

Education / Certification: Experience Required: Required Knowledge: Classification:

Skills / Abilities:

Bachelor’s degree required

Minimum of 5 years related work experience Proficiency in MS Office, Google Docs Exempt

- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas’ Episcopal Church & School (collectively the “School”) prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.