

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

Hamlin Robinson School (HRS) ignites the academic and creative potential of students with **dyslexia** and other language-based learning differences. Since 1983, we have been Washington's only non-profit school dedicated exclusively to these students' unique academic and social-emotional needs.

We believe every child deserves a learning environment where they feel **safe, understood, and empowered**. With small class sizes (1:15 teacher-student ratio) and a structured, multisensory approach, students gain confidence and a sense of ownership over their learning through meaningful moments of **authentic success**. In traditional school settings, students with dyslexia often internalize their challenges as a personal failure—we exist to change that.

More than just academics, HRS is often the first place where students feel **truly understood and capable**. For families, seeing their child engage joyfully in learning – sometimes for the first time – is transformational.

Hamlin Robinson School values diversity and welcomes the **unique contributions** of people from all backgrounds and identities. Please view our **Equity Statement** and full Non-Discrimination Policy on the [HRS Website](#).

## WHY HAMLIN ROBINSON SCHOOL

- **Purpose-Driven Leadership** – As a key partner in Lower School leadership, you will lead within a team that is deeply aligned in mission and vision. You will help shape the student experience, mentor faculty, and further strengthen the cohesive, purpose-driven culture that defines our school.
- **Training & Support** – Ongoing professional development, coaching, and collaboration is valued to ensure administrative leaders grow alongside our faculty and students.
- **Collaborative & Aligned Community** – Leadership at HRS is collaborative and intentional. The Lower School Assistant Head will work closely with the Head of Lower School and faculty to maintain consistency, clarity, and collective progress.

## THE JOB

**Position:** Assistant Head of Lower School  
**Department:** Administration  
**Reports to:** Head of Lower School  
**Job Classification:** Full time, 12-month exempt

## **WHO YOU ARE**

- You are collaborative, adaptable, and committed to fostering a positive, mission-aligned school culture.
- Your leadership is grounded in integrity, warmth, and professionalism, building strong relationships and trust.
- You possess strong project management skills and attention to detail, ensuring initiatives are well-organized, efficiently executed, and delivered on time.
- You have keen interpersonal and communication skills, adept at tailoring messages with clarity and sensitivity.
- You value empathy and authenticity, creating an environment where individuals feel heard, supported, and empowered.
- You are dedicated to supporting students with dyslexia through research-based, intentional practices while honoring diverse learning needs.
- You have deep experience in lower school teaching, curriculum, and implementing social-emotional and behavioral supports.
- You are a strategic thinker who fosters growth in students and educators, valuing continuous improvement, professional development, and collaboration.
- You uphold the highest standards of confidentiality and professionalism.
- You are curious and committed to ongoing professional growth.

## **RESPONSIBILITIES AND EXPECTATIONS**

- Work in close partnership with the Head of Lower School to uphold and advance the educational program of the Lower School, professional culture, and strategic priorities of the School.
- Demonstrate cultural competence and a strong commitment to HRS's Mission, Core Values, and Equity Statement.
- Serve as an extension of the Head of Lower School, ensuring cohesion in leadership, decision-making, and daily operations.
- Cultivate and sustain a positive, mission-aligned school culture that fosters student growth, faculty excellence, and community engagement.
- Maintain a visible and active presence in the Lower School community, supporting faculty and students to ensure a dynamic and well-aligned learning environment.
- Guide and mentor faculty, supporting their growth and ongoing development through coaching and collaboration.
- Facilitate cross-functional collaboration among the Head of Lower School, Instructional Support Team, Lower School Counselor, and Teaching Faculty to ensure cohesive student, classroom, instructional and programmatic support.
- Provide student behavioral coaching and interventions, as needed, while fostering a supportive partnership and maintaining timely communication with families.
- Support student progress monitoring, parent-teacher conferences, and reporting practices.
- Assist in the planning and execution of faculty meetings, professional development, and student activities.
- Assume leadership responsibilities in the absence of the Head of Lower School.

## COMPENSATION & BENEFITS

**Salary:** \$110,000-\$120,000 per year

**Position Classification:** Full Time, Exempt

**Benefits:** Medical, Dental, Vision, 403b (up to 7% employer match), Life insurance, Pet insurance, and long-term disability.

## HOW TO APPLY

1. Submit your **Resume and Cover** Letter:  
Resumes and Cover Letters should be sent to:  
Jessica Ruger, Head of Lower School, She/Her  
Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "Assistant Head of Lower School" in the subject line.
2. Please complete this brief [questionnaire](#) to lend insights into your unique perspectives and experiences.