



<b>JOB DESCRIPTION</b>	
<b>Position Title:</b>	Director of Upper Elementary
<b>Supervisor:</b>	Head of School
<b>Revision Date:</b>	03/15/2026
<b>Classification:</b>	Exempt /12 month
<b>Department:</b>	<b>Leadership Administration</b>

**POSITION SCOPE:**

The Director of Upper Elementary is a core member of the Leadership Team and is the leader of the Upper Elementary Academic and Student Support Team. The Director supervises and evaluates all faculty in the upper elementary grades (grades 3-6), provides leadership and vision in pedagogy and instruction, and oversees the wellbeing of all faculty, students and families in the upper elementary division.

*The ideal candidate will:*

- Have exceptional organizational skills and follow through
- Have the ability to inspire and motivate people
- Have demonstrated leadership in evaluating teachers and in supporting their growth
- Have strong experience and success in leading collaborative, high functioning teams
- Have demonstrated leadership in project management, research, and building effective programs
- Have exceptional social emotional intelligence and interpersonal skills and the ability to lead with empathy
- Have the ability to work effectively with students, parents/guardians, and faculty to create an optimal learning environment for all
- Have exceptional written and oral communication skills
- Be an independent problem-solver
- Have exceptional multi-cultural competency skills in order to create a diversity responsive learning environment and to work effectively with a range of students and families from diverse backgrounds
- Take initiative and possess the ability to create, innovate, and implement action
- Be a good listener and mentor, setting high expectations while supporting students, faculty, and parents in achieving their goals
- Be a reflective practitioner
- Be an exemplary role model to students and faculty alike
- Have a good balance of visionary ideas and practical solutions
- Be an exceptional, caring teacher who is up-to-date on best practices in education and child development
- Have experience with the Design Thinking pedagogical model



## **ESSENTIAL DUTIES:**

### **Director of Upper Elementary**

- Champion the philosophy and mission of the School and its leadership while meeting pedagogical goals and objectives
- Lead the Upper Elementary Academic and Student Support Team
- Support the faculty and staff in ensuring that the academic, pedagogical, and curricular goals of grade levels and the Strategic Plan are being met
- Serve as an instructional coach for all teachers grade 3-6, observing and giving feedback on best pedagogical practices
- Lead the scope and sequence process with grade level teachers to ensure that all benchmarks and learning goals are met and to offer recommendations for correcting overlaps or gaps
- Collaborate as needed with the Directors to research, develop, and implement new programs and initiatives that will enhance the student learning experience
- Serve as the lead administrator on our Aerin Project letter writing partnership and curriculum.
- Work with grade level teachers to integrate social justice, service learning, and community engagement lessons and activities into their classrooms
- Support the Admissions Team and Head of School in marketing our academic program to prospective families.
- Support the Head of School in the 6th grade outplacement process
- Work closely with the Directors and Innovation & Inquiry Coordinator to ensure that curricular integration is occurring at all grade levels
- Oversee the coordination of student clubs and student initiatives; work collaboratively with the Directors and program coordinators to oversee weekly assemblies that support student voices.
- Oversee our assessment, parent reporting, and conference protocols and our Jumprope program
- Collaborate and coordinate with the technology team and AI task force to ensure appropriate and innovative use of AI in upper elementary
- Collaborate with the Directors in planning faculty in-services and faculty meetings to achieve the school's academic and pedagogical goals.
- Work collaboratively with the Directors, Learning Support Specialists, and counselor to ensure that students and families are thriving with regards to social emotional development and learning needs; work with the learning specialist to coordinate support and assessment
- Oversee a developmentally appropriate restorative counseling approach to behavior and discipline issues that arise; enforce and implement the Behavioral Plan.
- Oversee planning of daytime field trips for grades 3-6 and organize and arrange overnight retreats for grades 5 and 6.
- Support the coordination of substitutes and substitute lesson plans for teachers in grades 3-6
- Design and lead the Purpose Learning capstone course
- Design and lead the 6th grade Movie Night process
- Oversee the UE MAP Growth testing implementation and data assessment



- Maintain knowledge and education about national, state, and content-specific standards regarding curriculum and instruction; pursue professional development opportunities in order to remain current with industry trends
- Oversees the scheduling and supervision processes
- Other duties as assigned by the Head of School

**PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor's degree in Education; Master Degree in Education, Curriculum and Instruction, or related field.
- Minimum eight years independent elementary or middle school teaching experience
- Deep understanding of childhood and adolescent development
- Innovative thinker, willing collaborator, and exceptional communicator
- Ability to establish and maintain productive, respectful relationships with a diverse community of students, faculty, staff, and parents

\*Please send a resume, cover letter, philosophy statement and references to:

Human Resources department at [Careers@echohorizon.org](mailto:Careers@echohorizon.org) and Peggy Procter, Head of School, [pprocter@echohorizon.org](mailto:pprocter@echohorizon.org)

**This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment. School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.**

**Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.**