RABUN GAP
RABUN GAP-NACOOCHEE SCHOOL

Head of Lower School

Rabun Gap-Nacoochee School
Rabun Gap, Georgia

Start Date: July 1, 2027 (Exempt, full-time, 12-month position)

About Rabun Gap-Nacoochee School

Rabun Gap-Nacoochee School is a vibrant independent school nestled in the beautiful mountains of Northeast Georgia. Our community is committed to providing students with an exceptional educational experience that nurtures intellectual curiosity, personal growth, character, and a sense of belonging.

We are seeking an experienced, compassionate, and forward-thinking Head of Lower School to lead our Lower School, serving students in PreK through Grade 5, beginning July 1, 2027. This individual will build upon the strengths and traditions of our existing program while working collaboratively with faculty, staff, families, and school leadership to advance the academic program and ensure that every child is known, supported, and challenged to reach their potential.

The successful candidate will be an approachable and visible leader who combines a deep understanding of elementary education and child development with the ability to build trusting relationships, support teachers, and lead meaningful, sustainable improvement.

Position Overview

The Head of Lower School provides educational and administrative leadership for the Lower School, serving students in PreK through Grade 5. Reporting directly to the Head of School, the Head of Lower School oversees the academic program, faculty development, student support, and daily life of the division.

The Head will foster a positive, inclusive, and collaborative culture in which students thrive, teachers feel valued and empowered, and families are welcomed as essential partners in their children's education.

Working closely with the Head of School and colleagues across divisions, the Head of Lower School will help establish a clear vision for the division's future while preserving the relationships, traditions, and sense of community that make the Lower School special.

Key Responsibilities

Educational Leadership and Academic Excellence

- Lead and strengthen a developmentally appropriate academic program grounded in current best practices in early childhood and elementary education.

- Organize and assign staff to ensure proper direction and supervision of students for classes and activities.
- Evaluate and align curriculum across grade levels, prioritizing literacy, reading, writing, science, and a successful transition to Middle School.
- Promote engaging, student-centered instruction that balances academic excellence with creativity, curiosity, and whole-child development.
- Provide leadership to assure the development of the Lower School Master Schedule; collaborate with the Operational Team to assure that schedules and activities are communicated as needed to promote an overall coordinated operation.
- Ensure effective support for students with learning differences and diverse learning needs.

Faculty Leadership and Professional Development

- Foster a culture of trust, respect, collaboration, and professional autonomy in which teachers feel heard, valued, and empowered.
- Communicate expectations and decisions clearly and consistently, incorporating faculty expertise into decisions affecting curriculum, instruction, and divisional priorities.
- Support faculty growth through individualized coaching, meaningful feedback, and relevant professional development.
- Advocate for appropriate resources, equitable practices, and sustainable working conditions that support faculty effectiveness and retention.
- Be responsible for overall building budget development, oversight of purchasing, and financial accounting for the Lower school. Recommend purchases and inventory of capital outlay items. Identify and recommend physical plant improvements.

Student Support and Whole-Child Development

- Create a safe, nurturing, and appropriately challenging environment in which every student is known, valued, and supported.
- Collaborate with teachers, families, and learning support professionals to address student needs and strengthen academic and developmental support.
- Model fair, consistent, and developmentally appropriate approaches to student expectations, behavior, and discipline.
- Maintain a visible, engaged presence in the daily life of the Lower School and build strong relationships with students.

Community, Communication, and School Culture

- Cultivate a warm, inclusive community built on strong relationships among students, faculty, staff, and families.
- Maintain open, timely, and transparent communication with families and foster meaningful partnerships between home and school.

- Preserve and celebrate important Lower School traditions, including Grandparents Day, the Halloween costume parade, Field Day, art showcases, school performances, and chapel.
- Promote collaboration across divisions and model empathy, fairness, integrity, and professionalism.

Strategic Planning and Continuous Improvement

- Partner with the Head of School and colleagues across divisions to establish and advance short- and long-term priorities.
- Actively Participant in Advancement and Admission sponsored events.
- Use faculty input, educational research, student needs, and program data to guide decisions and evaluate progress.
- Identify opportunities to strengthen curriculum, student support, faculty development, staffing, and resource allocation while building on the Lower School's existing strengths.

Qualifications and Desired Experience

The ideal candidate will demonstrate the following qualifications and attributes:

- Experience in elementary education: Substantial experience in early childhood or elementary education, with a strong understanding of the developmental needs of young learners.
- Educational expertise: A thorough knowledge of current research and best practices in curriculum development, literacy instruction, differentiated instruction, assessment, and child development.
- Proven leadership: Experience leading, mentoring, or developing faculty and fostering a positive, collaborative professional culture.
- Relationship-centered leadership: A demonstrated ability to build authentic, trusting relationships with students, faculty, staff, and families.
- Commitment to faculty growth: A record of supporting teacher development through individualized coaching, meaningful feedback, and relevant professional learning.
- Understanding of diverse learning needs: Experience supporting students with learning differences and collaborating with specialists to provide appropriate educational resources and interventions.
- Excellent communication skills: The ability to communicate clearly, listen thoughtfully, maintain confidentiality, and navigate challenging conversations with professionalism and care.
- Fairness and integrity: A consistent approach to decision-making that reflects sound judgment, accountability, transparency, and equitable treatment.
- Collaborative leadership: The ability to seek input, respect professional expertise, build consensus when appropriate, and make clear decisions when leadership is required.
- Commitment to community: A genuine appreciation for the relationships, traditions, and family partnerships that contribute to a strong elementary school experience.
- A master's degree in education, educational leadership, or a related field is preferred.

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Application Process

The position begins July 1, 2027

Interested candidates should submit the following materials to:

Head of Lower School Search Committee % Bob Ahrensl
Rabun Gap-Nacoochee School
employment@rabungap.org

- Letter of interest
- Résumé
- List of 3–5 professional references

Rabun Gap-Nacoochee School welcomes candidates who share our commitment to educational excellence, meaningful relationships, and the growth and well-being of every student.