



Upper Division Head (Grades 3-6)

Founded in 1914, Community School is one of the most highly regarded independent schools in St. Louis. Known for its deeply personal and engaged approach to learning, the school enrolls approximately 350 students from age three through sixth grade. Our integrated, experiential curriculum combines strong academics with a deep commitment to the whole child's growth and development. The school's 18-acre campus, which includes trails, fields, woods, and a pond, provides rich opportunities for outdoor learning and exploration.

Community School classrooms average 20 students and are supported by a co-teaching team of two full-time teachers per homeroom. Our curriculum emphasizes hands-on, joyful learning, problem-solving, character education, and public speaking. Specialist instruction includes science, physical education, music, art, woodworking, drama, and French.

Position Overview

Community School is seeking an experienced, thoughtful, warm, and collaborative educational leader to serve as Upper Division Head for Grades 3–6 for the 2027-2028 school year.

The Upper Division Head provides educational and administrative direction for Grades 3–6, overseeing teaching and learning, student well-being, faculty development, family partnership, and the daily life of the division. Reporting to the Head of School and serving on the school's leadership team, the Upper Division Head is responsible for ensuring a cohesive, developmentally appropriate educational experience grounded in Community School's mission of **nurturing the gifts of mind, body and spirit**.

The ideal candidate will have significant experience as an educator and a strong understanding of upper elementary-aged children and effective teaching and learning. The Upper Division Head will support and develop faculty, build strong relationships with students and families, and lead with professionalism and sound judgment.

Position Responsibilities:

The Upper Division Head will:

Teaching & Learning

- Provide leadership for teaching and learning throughout Grades 3–6, ensuring a challenging, engaging, developmentally appropriate, and mission-aligned program.
- Guide the implementation, review, and continued development of curriculum and instruction, promoting coherence across grade levels and divisions.
- Maintain a strong classroom presence, supporting teachers in effective, research-informed instruction, assessment, and differentiation.
- Use student learning data and other evidence to identify strengths, needs, and opportunities for program growth.
- Stay current with research and best practices in elementary education and foster a culture of curiosity, creativity, reflection, and joy in learning.

Student Support

- Know Upper Division students as individuals and maintain a visible, engaged presence throughout the daily life of the school.
- Oversee students' academic, social-emotional, and developmental growth, partnering with teachers, families, and the student support team to identify needs and coordinate appropriate support.
- Guide faculty in developmentally appropriate approaches to student behavior and lead responses to behavioral concerns requiring administrative involvement.
- Foster a positive student culture grounded in belonging, responsibility, respect, and care for others.
- Oversee standardized assessment, including ERB/CTP testing, and support Upper Division traditions and experiences that mark students' growth toward graduation.

Faculty Leadership & Professional Growth

- Participate in the recruitment, hiring, onboarding, evaluation, and retention of outstanding educators who align with Community School's mission and educational philosophy.
- Lead, supervise, and develop Upper Division faculty and specialists, establishing clear expectations and providing meaningful feedback, coaching, and support while fostering a culture of trust, collaboration, reflection, and professional growth.
- Plan and lead division meetings that strengthen teaching, collaboration, and shared responsibility for students.

Family Partnership & Communication

- Build strong, trusting partnerships with Upper Division families and serve as a resource regarding child development, learning, behavior, and the student experience.
- Communicate clearly and proactively, partnering with teachers and families to address student needs, concerns, and other issues requiring administrative support.
- Guide sixth-grade students and families through the secondary school application and placement process.

Upper Division Operations

- Oversee the effective day-to-day operation of the Upper Division.
- Coordinate Upper Division schedules, conferences, and special events.
- Ensure that school policies, procedures, and expectations are implemented thoughtfully and consistently within the division.
- Develop and manage the Upper Division budget in alignment with school priorities and available resources.
- Partner with the Enrollment Office in the recruitment, admission, onboarding, and retention of Upper Division students and families.
- Perform other responsibilities as assigned by the Head of School.

Qualifications

- Bachelor's degree required; advanced degree in education, educational leadership, or a related field preferred.
- Significant successful elementary teaching experience, preferably including experience with students in Grades 3–6.
- Prior administrative, instructional leadership, or teacher-leadership experience strongly preferred.
- Demonstrated experience supporting curriculum, instruction, and the professional growth of teachers.
- Exceptional written and verbal communication skills.

Start Date: July 1, 2027

Compensation

Community School offers competitive compensation commensurate with experience and benchmarked with local independent school compensation data, as well as excellent benefits, including professional development funds, generous medical, dental, vision, life, and disability insurance, bereavement leave, paid parental leave, retirement benefits, and tuition remission for children of faculty members.

To Apply

Please send a letter of interest, resume, and list of three references (including name, relationship, phone number, and email address for each; references will not be contacted without the candidate's permission) in one PDF to Laurie Smilack, Head of School lsmilack@communityschool.com. Please indicate **"Upper Division Head"** in the subject line.

Commitment to Diversity

Community School is a diverse and inclusive community, committed to diversity and inclusion in every aspect of our school. The school does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices, or operations. For further information, please visit our website at www.communityschool.com.