Now Hiring:

UPPER ELEMENTARY DIVISION HEAD

(Starting July 2027)

New City School, a leading, progressive independent school for students ages three through 6th Grade and located in the Central West End of St. Louis, is seeking a thoughtful, experienced and dynamic educator to lead the Upper Elementary Division (2nd - 6th Grade). The next division head will possess a deep understanding of child development, progressive pedagogy, and educational research; a commitment to diversity, equity and inclusion; a growth-oriented mindset; and a spirit of collaboration and joyful learning. The next division head will demonstrate expertise in developmentally appropriate curriculum and instruction in upper elementary grades and prioritize the establishment of meaningful interpersonal relationships.

As a key member of the School's administrative team, the Upper Elementary Division Head plays an important role in the school's overall planning process and is integral to the continued articulation of the New City School mission, including our commitment to social justice, diversity, equity and inclusion. The ideal candidate will have an advanced degree and teaching and leadership/administrative experience in the elementary grades; an understanding of the Responsive Classroom approach; experience in research-based instruction; a firm grounding and understanding in diversity, equity and inclusion; and experience with project-based learning and curriculum design.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead all operations of the Upper Elementary Division (2nd - 6th Grade)
- Co-lead, along with the Early Elementary Division Head and Head of School, major initiatives related to curriculum, pedagogy, and student life
- Provide inspirational leadership that is aligned with the core values of New City School and grounded in the school's mission, pillars, and strategic plan
- Lead professional development initiatives and faculty and division meetings
- Serve as an active and collaborative member of the administrative leadership team
- Work with the Director of Admission & Enrollment Management to serve on the Admissions Committee, supporting student recruitment and retention efforts
- Possess skill and experience in diversity work—both in training and in implementation—and a commitment to fostering culturally competent and inclusive classrooms











- Work with the Director of Diversity, Equity & Community to further develop professional development and curriculum
- Hire, observe, supervise, and evaluate Upper Elementary faculty and all K-6 specialists
- Stay current with research and serve as the instructional leader in the Upper Elementary Division
- Oversee the successful academic growth and social and emotional learning of all students
- Develop, nurture and sustain close partnerships with families, guiding families on topics related to child development and learning; be a visible presence in the Upper Elementary Division and throughout the school
- Lead and support families and students through the secondary school placement process
- Manage the standardized testing process which includes the administration of the ERB test
- Possess dynamic communication and presentation skills—both written and oral
- Be technologically savvy
- Manage the division's budget
- Attend Board meetings
- Perform other duties as assigned by the Head of School

START DATE: July 2027, with possible professional development opportunities in the summer.

APPLICATION DEADLINE: January 31, 2027.

COMPENSATION: New City School provides a competitive salary and 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. A salary offer to the finalist will be based on benchmarked data for similar positions within the Independent Schools of St. Louis Association and will be commensurate with the finalist's experience.

TO APPLY: Please send a letter of interest, resume, and the names and contact information of three references to: **Alexis Wright, Head of School, at awright@newcityschool.org**.
Please indicate "Upper Elementary Division Head" in the subject line. References will not be contacted without prior permission.

NEW CITY SCHOOL is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 350 students from age 3 through 6th Grade. Our teachers provide an education that is challenging yet developmentally appropriate and supportive, as they work to empower and encourage children to be active and engaged learners.

OUR MISSION: New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City 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.