



Lower School Assistant Division Head

All Saints' Episcopal School seeks a talented, enthusiastic, self-motivated Lower School Assistant Division Head for grades K-6, beginning the 2019-2020 school year. The ideal candidate should have a Master's degree with a minimum of 5 years of experience in independent and/or public school.

The Assistant Head of Lower School serves alongside the Lower School Division Head with responsibility for faculty and instructional leadership, curriculum development, and student support. The Lower School is comprised of approximately 400 students and 40 faculty members in grades K-6.

Primary Responsibilities:

- Demonstrate a high level of expertise in instructional leadership, management and communication skills.
- Provide decisive, creative leadership reflected through the ability to work collaboratively with the Division Head as well as the Division's faculty and staff.
- Partner with the Division Head to develop plans to meet the educational, physical, social and psychological needs of the students in Lower School and develop the "genius within" each student.
- Support both the Division Head and Dean of Curriculum for the development of Lower School curriculum, assessment practices, programs, and teaching resources.
- Maintain the integration of technology into the classroom in conjunction with the School's Technology Integration Specialist.
- Assist the Division Head, Head of Early Childhood, and the Admission Office to develop and retain relationships with families and admissible students.
- Develop strong parent relationships through formal and informal communications about child development and academic growth.

Qualifications

- Master's degree in Educational Administration
- A minimum of five years teaching and administration experience in an independent or public school environment
- Demonstrated strengths in instructional leadership
- Excellent verbal and written communications skills

Physical Requirements and Work Environment

- Works in a highly lively environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Work primarily in a traditional climate-controlled office environment.

Interested candidates should forward a letter of interest and resume to:

Humanresources@aseschool.org

Subject: Assistant Head of Lower School

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