



**Professional Opportunity:** Head of Lower School

**Location:** Phoenix, Arizona

**Start Date:** July 1, 2022

### **About the School**

Established in 1963, All Saints' Episcopal Day School is an independent, PK-8 coeducational institution in Phoenix, Arizona. Enrolling approximately 520 students, All Saints' has small class sizes, a strong focus on relationships, and the core tenets of community, academic excellence, and character cultivation.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area with beautiful tree-shaded streets. The 15-acre campus is shared with All Saints' Episcopal Church. The challenging curriculum and close-knit, caring community reflect the traditional Episcopal appreciation of cultural, racial, socioeconomic, and religious diversity. All Saints' is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

### **About the Position**

All Saints' Episcopal Day School is seeking a Head of Lower School to provide leadership and expertise in securing and enhancing the quality of its strong Lower School program. The Head of Lower School reports to the Head of School and serves as a member of the senior administrative team.

The Head of Lower School leads a division of approximately 30 experienced and committed faculty and staff members, and works with 270 students in grades PK-4. All Saints' has a vibrant community, focuses on challenging and supporting every student, and has a deep commitment to service learning and character cultivation. The school's Episcopal ethos is centered on inclusivity and creating a culture where children thrive.

The top candidate for this position will be a dynamic leader who has vision and a passion for exceptional PK-4 education, is visible and inspiring, and prioritizes and cultivates robust collaboration centered on meaningful relationships with students, families, and an experienced faculty.

This is a full-time, twelve-month, exempt position. The position provides attractive compensation and benefits in line with regional independent and Episcopal school norms.

### **General Position Responsibilities**

- Commitment to the mission of All Saints' Episcopal Day School and the Episcopal ethos centered on inclusivity.
- Excellent communication skills, both written and verbal
- Serve as an inspirational visionary who drives academic innovation, curricular work, and collaborative change toward strategic priorities in partnership with the faculty and administrative team.
- Collaborate with the faculty and administrative team to develop and implement the educational program and curricula for lower school, in keeping with the mission of the school.
- Exercise initiative in encouraging thoughtful and effective educational innovation for our challenging program by cultivating vision and a culture focused on growth.
- Action-oriented and visible throughout the community: build, maintain, and enhance relationships with all members of the school community.
- Decisive and organized
- Compassionate and responsive problem-solver
- Experience as a student-centered educator with a thorough knowledge and understanding of curriculum development and pedagogy and the desire to institute best practices by leading a collaborative team.
- Commitment to inspiring and sustaining a culture of excellence with a leadership style that is collaborative, relational, and motivating.
- Strong connection to children and an ability to inspire joy in relationships
- Deep developmental knowledge and understanding of the PK-4 age group and their needs.

### **Specific Position Requirements**

- Master's Degree in Education or closely related field preferred
- At least five years of teaching experience or teacher leadership
- Demonstrated success as a master classroom teacher and academic leader
- Select and retain, evaluate, and develop faculty members of the highest quality and dedication
- Work with the Associate Division Head to support teachers and students in the classroom
- Work closely with parents and faculty to support children academically, socially, and emotionally
- Participate actively and collaboratively as a member of the school's administrative leadership team
- Work closely with the Admissions Office in student recruitment, admission, and retention
- Serve as key ambassador for Lower School with internal and external constituencies
- Perform other tasks as assigned by Head of School
- Positive attraction to the Southwest region generally and the Phoenix area specifically

### **How to Apply**

Interested candidates should submit electronically a letter of interest, statement of educational leadership philosophy, a list of five references and up to three letters of recommendation (optional) to:

**Marcus Hurlbut, Educators' Collaborative,**  
[mhurlbut@educatorscollaborative.com](mailto:mhurlbut@educatorscollaborative.com)

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All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices. All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.