



Lower School Division Head Position

Episcopal School of Baton Rouge seeks a dedicated, growth-oriented, and emotionally intelligent educational and administrative leader to serve as the Lower School Division Head. The Lower School Division Head is responsible for the students, faculty, programs, and parent relations within the Lower School, PreK3 through 5th grade. The next Lower School Division Head will have the opportunity to build upon a strong foundation to support our faculty and students in pursuing academic excellence, nurturing spirituality, building community, developing leadership, and fostering character. This is a twelve-month, full-time position with annual renewal beginning July 1, 2026.

Description of School

Episcopal School of Baton Rouge is a college preparatory educational community of approximately 950 students and 170 professionals that embodies the whole-child educational philosophy in grades PreK-3 through 12. As an Episcopal school, Episcopal School of Baton Rouge was created to be a diverse institution of educational and human development for all persons, regardless of origin, background, ability, or religion. We are created to “strive for justice and peace among all people and [to] respect the dignity of every human being.” Episcopal is known for its academic performance, for its attention to the spiritual lives of its students, and for offering a wide range of opportunities for student education and development. Opportunities to excel in academics, arts, athletics, service, and community leadership characterize the school’s program.

General Duties

- *Mission and Leadership*

- Maintain congruence between the School’s mission and ministry, core values, and all activities of the division.
- Act as the educational leader of the division; responsible for its day-to-day operation.
- Advocate for the division while working collaboratively within the school’s leadership team to establish and support broader institutional goals.
- Articulate the division’s programs, expectations, guidelines, and other information necessary to ensure that constituencies are fully informed.
- Be a visible presence within the division and in all areas of the school.
- Monitor the climate of the division through both qualitative and quantitative measures, ensuring a safe and supportive environment that fosters learning and emphasizes character development.

- Clarify, enable, and coordinate proactive communication among faculty, students, and parents.
 - Keep information flowing between the division and the entire school, as well as between the entire school and the division.
 - Report directly to and work closely with the Head of School, as well as other administrators, to develop and coordinate school initiatives, policies, and procedures.
 - Serve as a member of the Administrative Cabinet, comprising the administrative leaders of the school, and the Academic Council, comprising the academic leaders of the school.
- ***Faculty and Academic Program***
 - Collaborate with the Head of School, Assistant Head of School for Academic Affairs, Division Heads, Department Chairs, and other administrators to develop and execute academic initiatives related to the Lower School.
 - Collaborate with the Assistant Head of School for Academic Affairs, Department Chairs, and Grade Level Leaders to review and evaluate academic programs, identifying areas for improvement.
 - Be knowledgeable and able to articulate advances and trends in pedagogy and education.
 - Support, mentor, coach, and direct faculty to ensure that the school's academic, curricular, and behavioral policies and standards are being met.
 - Make recommendations regarding the hiring, retention, and assignment of faculty. Lead and serve on faculty search committees.
 - Oversee the faculty growth process within the division and evaluate faculty.
 - Build trusting relationships with faculty and staff, identifying their needs and strengths, and supporting their work.
 - Collaborate with the Assistant Head of School for Academic Affairs, Department Chairs, Registrar, division office staff, and other administrators in preparing a master class schedule and assigning teachers to classes and other duties.
 - ***Students and Parents***
 - Monitor the academic progress of students by observing their work and projects, reviewing their grades, teacher reports, and standardized test scores.
 - Collaborate with student support staff and teachers to promote student behavioral and academic growth.
 - Collaborate with the admission team, other administrators, and faculty to ensure the admission and retention of mission-appropriate students.
 - Assist in the admission process, including testing, interviewing, and evaluating applicants for enrollment.
 - Oversee the work of the Assistant Lower School Division Head in guiding student behavior and supporting the Early Childhood program

- ***Administrative Tasks***
 - Supervise the division assistant, Assistant Lower School Division Head, Lower School Division Counselor, and Lower School Learning Support Teacher.
 - Oversee the coordination of co-curricular and extra-curricular activity programs for the division; assist in the planning and presentation of school assemblies and programs.
 - Support the work of the division office staff and others in the coordination of standardized testing.
 - Conduct regular faculty meetings – both routine school matters and the stimulating exchange of ideas.
 - Develop and monitor the division's operational budget.
 - Additional duties as assigned by the Head of School.

Personal and Professional Characteristics and Experiences

- Master's Degree required.
- Teaching and administrative experience are required. Experience working in a Lower School is desirable.
- Appreciation for and understanding of lower school-aged children, demonstrating a firm but caring temperament.
- A deep passion for education, particularly in an independent school environment.
- Dedication to creating a welcoming and inclusive Episcopal school community.
- A balanced perspective of tradition and forward-thinking; a person who appreciates the past and employs a creative vision for the future in line with the School's mission, ministry, and culture.
- Models a growth mindset.
- Ability to work collaboratively with teachers, administrators, and staff.
- Promotes positive student interaction, focuses on student well-being, and has a proactive approach to student conduct.
- Approachable; an ability to communicate clearly and with appropriate empathy to students, parents, and colleagues.
- Strong organizational and presentation skills.
- Familiarity with technology or the ability and desire to learn technology commonly used in offices, classrooms, and for maintaining student records.
- Embraces the whole-child educational philosophy and seeks to help students develop in all aspects.

Our School Mission

As a ministry of the Episcopal Diocese of Louisiana, Episcopal School of Baton Rouge nurtures and develops the whole child -- spiritually, intellectually, morally, physically, and artistically -- through challenging academic and co-curricular programs which prepare our graduates for college and for purposeful lives.

Our Episcopal Identity

Episcopal schools are Christian communities whose missions integrate spiritual formation into all aspects of the educational experience in a graceful and inclusive way. Even the most diverse of Episcopal schools are created to be communities that honor, celebrate, and worship God as the center of life. We are created to be models of God's love and grace. We are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. We are created to "strive for justice and peace among all people and [to] respect the dignity of every human being."

Episcopal schools have been established, however, not solely as communities for Christians, like a parish church, but as diverse institutions of educational and human development for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural, and economic backgrounds. By weaving the principles of meaningful school worship, rich community life, foundational religious education, and striving for social justice into the very fabric of the school's overall life, Episcopal schools ensure that we challenge all who attend our schools to build lives of genuine meaning, purpose, and service in the world they will inherit.

Submission Information

Episcopal will offer a competitive salary and benefits for this position. Digital applications are preferred and welcomed at <https://www.episcopalbr.org/discover-episcopal/careers> or can be emailed to steales@ehsbr.org. Please include an [employment application](#), cover letter, resume, and copy of transcripts. Application materials can also be sent to Attn: Employment, Episcopal School of Baton Rouge, 3200 Woodland Ridge Blvd., Baton Rouge, LA 70816.

Episcopal School of Baton Rouge is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, genetic information, political affiliation or military service.