



Assistant Head of Early Childhood and Primary School

Holy Spirit Episcopal School (HSES) is a growing community that currently serves 330 students from infants through grade eight. The Assistant Head of Early Childhood and Primary School is a full-time position requiring a minimum of a B.S. or B.A. from an accredited university with three or more years of teaching experience, preferably in the early childhood education field. The candidate will possess excellent organizational skills, and strong written, verbal, and interpersonal communications. Qualified applicants may submit their resume to tmckinsey@hses.org.

Position Title: Assistant Head of Early Childhood and Primary School

Date Modified: February, 2020

Accountability: Reports to Head of Early Childhood and Primary School

Work Hours: 7:30 to 4 p.m.

Position Purpose

The Assistant Head of Early Childhood and Primary School will assist with the management and overall effectiveness of the Early Childhood (EC) and Primary School (PS) divisions.

Essential Functions and Tasks

- Assists in setting vision and overall direction of EC and PS.
- Assists with implementing and overseeing the day-to-day programs and activities of each division.
- Assists in planning and oversight of the EC and PS daily schedule and academic calendar.
- Collects and reviews lesson plans; provides feedback, comments, and input.
- Researches and helps implement best practices in EC and PS.
- Ensures that students participate in well-rounded, developmentally-appropriate experiences that engage the whole child.
- Assists with retention and recruitment of mission-appropriate families.
- Conducts tours for prospective families and assists with admissions process.
- Acts as an advocate of the school, encouraging parents and children to continue at HSES.
- Assists the administrative team with email and phone communications.
- Comfortable with learning and utilizing new technology; specifically FACTS/Renweb, Smartcare and Microsoft Office Suite.
- Assures that minimum standards are met in accordance with the Texas Department of Protective and Regulatory Services.
- Assists in overseeing school safety drills.
- Helps with campus supervision and ensures adequate staffing.
- Plays a key role in the recruitment and selection of new and replacement faculty.
- Helps oversee the Professional Growth and Evaluation Program and development of the EC and PS faculty and support staff.
- Helps plan and monitor staff training, along with observing classrooms and teachers.
- Helps set expectations for an inspiring environment where learning can take place within a school climate that is supportive and reflects high morale.
- Ensures that employees are familiar with and adhere to school policies in all areas of operations.
- Serves as a liaison between school and parents.
- Participates in long-range planning and short-term goal setting with administration.
- Acts as a resource for teachers, to support learning in the classroom.
- Works with Head of EC and PS to plan and secure appropriate learning materials and resources, and recommends library books, materials, and other learning additions.
- Exhibits the behaviors described in the Faculty and Staff Essential Expectations and Characteristics of Professional Excellence.
- Complies with physical requirements and work environment.
- Attends parent and school functions.
- Fulfills other duties as assigned by Head of EC and PS or Head of School.

Physical Requirements and Work Environment

- Climate-controlled indoor office environment, outdoor play spaces and carpool areas.
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far.
- Stooping, bending, kneeling, standing, walking, reaching, etc.