

## ASSISTANT HEAD OF LOWER SCHOOL FOR ACADEMICS

### POSITION OVERVIEW

The Assistant Head of Lower School for Academics reports to the Head of Lower School and works closely with students, faculty, parents, and other administrators to support the academic programming across grades K-5. The ideal candidate brings demonstrated expertise in curriculum design, instructional leadership, and culturally responsive teaching practices. Key responsibilities include developing and executing a cohesive professional learning program, supporting teacher evaluation and professional growth, and providing oversight of curriculum alignment, scheduling structures, and academic reporting.

Central to this work is a strong commitment to meaningful partnerships with faculty, grounded in attentive listening and the cultivation of trust, to ensure that academic priorities and classroom practices are aligned in support of students and the broader K-12 curricular framework.

#### **Instructional Leadership**

- Keep current with best practices in elementary education that strengthen foundational competencies.
- Clearly communicate and promote the use of research-informed instructional practices in grades K-5.
- Support alignment and developmental progression of scope and sequence in the K-5 curriculum.
- Lead ongoing cycles of curriculum review and assessment practices to ensure coherence and effectiveness across K-5.

#### **Academic Leadership**

- Monitor student academic progress in collaboration with classroom teachers and specialists.
- Review grades and report card comments, and participate in parent-teacher conferences when needed.
- Support the scheduling and administration of standardized tests.
- Oversee family communication related to academics, including report cards, newsletters, curriculum overviews, and classroom updates.

- Build strong partnerships with families through clear, proactive communication about student learning and the Lower School academic program.
- Design and deliver parent-facing presentations and information sessions that deepen family understanding of the academic program and instructional approaches.
- Support Lower School admissions with attention to academic readiness and program alignment.

### **Lower School Leadership Team Collaboration**

- Partner with the Lower School Admin Team to set and implement annual K–5 academic priorities and align supervision, feedback, staffing, and professional growth to those priorities.
- Partner with the Assistant Head of Lower School to ensure classroom culture, community norms, and student-life programming support teaching and learning.
- Partner with the Director of Learning Services to monitor student learning and wellbeing, coordinate interventions, and co-lead student support meetings.
- Collaborate with the leadership team to design and facilitate effective grade-level and team meetings centered on student learning, data, and consistent practice across K-5.
- Work closely with the Lower School Admin Team on parent communication in complex academic or SEL situations to ensure clear, aligned messaging.
- Collaborate on the development of schedules in ways that support program priorities and student needs.
- Support the hiring process for Lower School roles.
- Perform other duties as assigned by the Head of Lower School.

### **Faculty Support**

- Direct Lower School curriculum specialists to support alignment in the K-5 academic program.
- Collaborate with the Lower School Director of DEIB to support faculty in designing and delivering academic programs that promote cultural awareness, foster empathy, and cultivate appreciation for diversity within our community.
- Observe and coach faculty to support instructional growth.

### **K-12 Alignment**

- Serve on the K-12 Academic Team to advance curriculum alignment.
- Assist the K-12 Academic Team in designing professional growth opportunities.

- Collaborate with the Experiential Education Team to align and advance Lower School experiential education initiatives.
- Collaborate with the Lower School Director of DEIB to align and advance K-12 DEIB initiatives.
- Understand and respect the principal qualities of an Episcopal school.

## Qualifications

- Master's degree in education, curriculum and instruction, or related field.
- Minimum 5-7 years of teaching experience, preferably across lower and upper elementary grade levels.
- At least 3 years of school leadership experience is preferred.
- Enthusiasm for working with lower school educators and students.
- Strong leadership skills, including the ability to facilitate, collaborate, coordinate, and lead projects from inception to completion.
- Demonstrated success in lower school curriculum design, implementation, and evaluation.
- Experience mentoring teachers through observation, coaching, and professional learning.
- Ability to think strategically and lead faculty professional development.
- Ability to work effectively across grade levels and disciplines, building partnerships and connecting resources.
- Strong relationship-building skills and ease in working with diverse constituencies, across faculty, staff, students, and parents.

## OUR SCHOOL

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 990 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our website: [www.sasaustin.org](http://www.sasaustin.org).

## OUR MISSION

St. Andrew's develops exemplary scholars, artists, athletes, and servants in a loving Episcopal community who are curious, courageous, and compassionate global citizens.

## TO APPLY

Please submit your resume and letter of interest to Kathleen Quisenberry, Human Resources Manager, at [hr@sasaustin.org](mailto:hr@sasaustin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.

*St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.*

*St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity, or sexual orientation as protected by federal, state, or local law.*