



## ***Assistant Head of Lower School***

***Qualifications:*** Bachelor's degree; Masters degree preferred; experience in educational supervision; preferable parish day school experience; ability to communicate clearly and effectively in written and oral expression; ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, and students

***Purpose:*** to assist Division Head; to support a community that provides appropriate and exceptional academic preparation to the students of St. George in an inclusive Christian community, fostering love and respect for God, self, and others, in accordance with the policies and procedures established for St. George Episcopal School by the Head of School and the Board of Directors.

***Accountability:*** reports to the Head of Lower School

***Designation:*** administration

***Status:*** exempt

***Calendar:*** administration

### ***With respect to the school program, the Assistant Head of Lower School***

- works in a procedural manner with faculty to implement programs and schedules consistent with the school's mission;
- develops and coordinates the divisions' annual calendar of events;
- participates in long range planning; sets and coordinates the divisions' daily schedules;
- works with teacher committees, organizes and implements division-wide celebrations, activities, and studies;
- serves as liaison between school and parents, including facilitating support services;
- provides leadership and oversight for curriculum development.

### ***With respect to the faculty, the Assistant Head of Lower School***

- assists teachers with classroom management and instructional strategies;
- supervises substitute teachers;
- supports faculty advisory committee to develop and implement Responsive Classroom lessons;
- supports the Head of Lower School.

### ***With respect to parents, the Assistant Head of Lower School***

- serves as school contact for parents, calls special conferences as necessary;
- works to develop programs that support parents and students;
- contacts parents as needed to relay teacher concerns about serious discipline or academic problems of children.



***With respect to students, the Assistant Head of Lower School***

- assists with admission and recruitment;
- maintains patterns of discipline in accordance with written procedures and school philosophy;
- monitors performance and behavior and keeps consistent, reliable records, follows procedure for academic, attendance, and disciplinary probation; sends quarterly attendance letters;
- serves as student advocate; surveys teachers on the use of accommodations, sends quarterly accommodation letters and communicates all changes to appropriate parties;
- helps individual students and their families respond to specific academic, emotional, and developmental challenges, and supervises the release of student records including recommendations and transcripts.

***With respect to the Director of Finance, the Assistant Head of Lower School:***

- coordinates and communicates budgetary needs.

***With respect to Security and Safety, the Assistant Head of Lower School:***

- monitors fire drills, intruder, and disaster drills for the safety of faculty and students.

***With respect to the Facilities, the Assistant Head of Lower School:***

- works with the facilities team to ensure that the facilities are ready for the start of school;
- works with the facilities team to maintain facilities throughout the year;

***With respect to the School, the Assistant Head of Lower School:***

- actively encourages, strategizes, develops and assists in ways that foster positive academic, social, emotional, spiritual, and physical growth and development;
- assists in assigning carpool duty, lunchroom duty, or other duties designated as appropriate;
- assists in preparing beginning of year items including: agendas, pencil pouches, paperwork, etc.;
- utilizes school management software systems;
- attends all school meetings;
- attends required special events;
- follows school rules and board policies.

***With respect to professionalism:***

- maintains an appropriate and professional distance from students and families of St. George Episcopal School;

- refrains from discussing the St. George community or school in an inappropriate or negative manner;
- maintains the appropriate degree of confidentiality;
- maintains professional business attire;
- maintains a professional attitude;
- meets or exceeds performance standards and general expectations as defined in the St. George Faculty and Staff Handbook.

***With respect to general obligations:***

- serves in accordance with the principles and expectations published in the St. George Episcopal School Faculty and Staff Handbook;
- maintains regular personal attendance;
- reports emergency absence from school in a timely manner to the appropriate Division Head;
- posts a copy of all emergency drill procedures and escape routes near the exit of the classroom;
- checks mailbox, voice mail, and email on a regular basis and responds appropriately and in a timely manner;
- follows specific policies and procedures within the appropriate division.

***With respect to the Head of School, the Assistant Head of Lower School:***

- keeps the Head of Lower School informed of events and concerns within the Division;
- serves on the Crisis Management Team in case of implementation of the Crisis Management Plan;
- fulfills all duties and responsibilities as assigned.