



St. George Episcopal School is an independent Episcopal day school with a vision to empower servant leaders with wisdom, courage, faith, and love to make a positive impact locally and globally. St. George provides an exceptional academic, physical, creative, and spiritual development for students in an inclusive Christian community. We seek to cultivate love, curiosity, and respect for God, self, and others. St. George serves approximately 530 students from early childhood through 8th grade. We have three sections of most grade levels, with an average class size ranging from 18-20.

St. George Episcopal School focuses on developing a community that nurtures the whole child and equips each child with the knowledge and skills they need to make a difference in the world. Our curriculum is integrated and aligned in a way that infuses the best of traditional and innovative research based learning practices. We seek to develop student inquiry, critical thinking, dialogue, and collaboration, so they are prepared for success in premier high school programs in San Antonio and around the country. Our program has multiple opportunities in athletics, fine arts, and community service which compliment our academic program and offer leadership opportunities and nurtures each student. We are grounded in our Episcopal Identity and celebrate each person as a unique child of God with many gifts and talents to offer.

The Head of Lower School is responsible for leading the Lower School (JK-5th grade) to ensure a growth oriented community in line with the mission and vision of St. George Episcopal School.

The Head of Lower School reports directly to the Head of School and is a member of the Administrative Team. This person will work closely with other Admin team members, as well as other educators and staff members. This position will work closely with parents and other community members as well.

The Head of Lower School is responsible for:

- Work as directed in a procedural manner with faculty to implement programs and schedules consistent with best practices and the school's mission
- Assist with developing and implementing the division's annual calendar of events
- Participates in long range planning
- Sets and coordinates the division's daily schedules
- Works with and leads teacher committees
- Serves as a liaison between school and parents
- Develops and implements student discipline system
- Calls parent conferences as needed
- Contacts parents to relay serious discipline concerns and academic issues
- Takes leadership role in hiring faculty within the division
- Supervises and evaluates faculty within the division
- Assists teachers with classroom management and instructional strategies
- Supervises substitute teachers
- Assists with admissions and student recruitment

- 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
- Approves requisitions submitted by teachers for their division
- Coordinates and communicates budgetary needs
- Supplies information for teachers' time off
- Monitors fire drills, intruder, and disaster drills for the safety of faculty and students
- Works with the facilities team to ensure that the facilities are ready for the start of school and throughout the school year
- Utilizes school management software systems
- Attends all school meetings
- Attends required special events
- Oversees, assigns, and performs supervisory duties such as Lunch, Dismissal, etc as assigned
- Follows school rules and board policies
- A full job description is available upon request
- Other duties as assigned

Qualifications

- Bachelor's degree required, Master's degree preferred
- Successful teaching experience in independent schools a plus
- Genuine interest in and love for lower school students
- Knowledgeable about lower school students and their developmental needs
- Experience working in independent schools, particularly with early childhood and elementary programs is a plus
- Proficient in Google Suite and related applications
- Ability to work well under pressure and manage sensitive subjects and situations with tact, kindness, and professionalism
- Excellent verbal and written communications skills are required
- Excellent interpersonal skills and the ability to work collaboratively and collegially
- Willingness to invest in the life of the school community
- Demonstrated high ethical and professional standards
- Sense of humor and a positive attitude

To Apply:

Please download, complete, and return the [St. George Episcopal School job application](#), along with a current resume, position specific cover letter, and a list of 5 references to Thor Kvande, Head of School via email at tkvande@saintgeorgeschool.org. Please, no phone calls.