



FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: Lower School Director

Reports to: Head of School

Position Status: Full-time, Exempt

Position Begins: August 1, 2019

The Lower School Director serves as an active member of the School's administrative senior team and works in a close and collaborative relationship with the Seedling School (preschool) Director and Upper School Director (grades 6-8). The Lower School Director contributes to the overall strength and effectiveness of Foothill Country Day School, and supports the School's mission statement and core values. The Lower School Director assists the Head of School in daily activities and is responsible for the supervision and coordination of all activities related to personnel and students in grades K-5.

Essential Duties and Responsibilities

General:

- A daily active, physical presence is an essential function of the job, as is an active presence at some evening and weekend school-related functions and activities.

Faculty Related:

- Lead the ongoing process of pedagogy and curriculum review, design and change.
- Implement and complete the annual support, growth and evaluation process for faculty.
- Coordinate K-5 teaching schedules and daily schedule; work with senior team to coordinate school calendar of events.
- Meet regularly with grade level teams and support teachers.
- Facilitate monthly division meetings.
- Approve letters and correspondence sent to parents.
- Oversee and manage K-5 division budget.
- Assist Head of School in the recruitment and hiring of faculty.

Student Related:

- Build a culture of ethical behavior and set the tone for a positive community committed to Foothill's mission and core values.
- Oversee discipline and conflict resolution in the K-5 grades.
- Organize the K-5th grade chapel calendar, guidelines, and topics.
- Participate in the K-5 admissions process, attend tours as appropriate, interview prospective students and parents (on occasion), consult with Director of Enrollment.

Parent Related:

- Maintain an accessible, open-door climate for families.
- Conference with parents as needed regarding academic and social progress of students.

Skills, Qualifications, and Experience

The ideal candidate will have:

- Excellent interpersonal skills as well as depth of experience teaching and leading a range of elementary school grades and supervising and supporting elementary faculty.
- A growth mindset and an understanding of the relationship between developmental readiness and academic and social growth.
- Practice supporting teachers' skills in the integration of social emotional wellness practices.
- Practice supporting teachers' skills in technology integration across the curriculum.
- Prior administrative experience, preferably in an independent school.
- Good humor and energy.

Education

- Bachelor's degree from a 4-year accredited institution
- Master's degree preferred but not required

Interested candidates should submit a resume, cover letter, and a **2-page maximum** response to the following question:

Why must schools change and how will you lead the faculty in both pedagogical and curriculum change?

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer. Foothill Country Day School abides by all local, state, and federal laws in its interview and employment practices.

Please submit your materials to the Lower School Director Search Committee at search@foothillcds.org.