

Position Type: Lower School Division Head, Full-time, 12-month position beginning July 1, 2026
Education Level: Bachelor's degree required, Master's degree preferred

Position Summary: The Head of Lower School is the educational and administrative leader of the Lower School, serving students in grades 1-4. This leader is responsible for fostering a joyful, nurturing, and academically strong learning environment that reflects the school's mission and values as an Episcopal institution. The Head of Lower School provides leadership in the daily life of the division, including faculty supervision and evaluation, student support and discipline, parent communication, budget oversight, admissions and enrollment partnership, and after-care program management.

Working closely with the Head of School, Academic Dean, and other members of the academic leadership team, the Head of Lower School helps ensure a cohesive student experience and strong instructional program. While the Academic Dean leads most broad curricular initiatives, the Head of Lower School partners actively in reviewing curriculum, assessment data, and instructional strategies to support student growth and faculty effectiveness.

Duties and Responsibilities

Division Leadership

- Provide visionary and day-to-day leadership for the Lower School, promoting a positive, inclusive, developmentally appropriate, and mission-aligned culture.
- Oversee the daily operation of the Lower School division, including student life, faculty support, scheduling coordination, and divisional events.
- Partner with the Head of School and other school leaders to support strategic priorities and ensure strong curricular alignment across divisions.
- Participate as an active member of the school's leadership and accreditation efforts, including service on the accreditation committee.

Instructional Leadership

- Support excellence in teaching and learning throughout the Lower School.
- Collaborate with the Academic Dean to review curriculum, assessment data, and assessment practices in order to strengthen student outcomes and instructional effectiveness.
- Encourage best practices in elementary education, including developmentally appropriate instruction, student engagement, and differentiated support.
- Support implementation of schoolwide academic initiatives in partnership with the Academic Dean and academic leadership team.

Faculty Supervision and Evaluation

- Directly supervise Lower School teachers, assistants, counselors, specialists, and staff.
- Conduct regular, systematic classroom and program observations.
- Lead the faculty and staff evaluation process for Lower School employees, providing clear feedback, coaching, accountability, and professional growth support.
- Participate in hiring, onboarding, retention, and professional development of Lower School personnel.
- Oversee the after-care program and staff.
- Foster a collaborative professional culture grounded in trust, high expectations, and continuous improvement.

Student Support and Community Culture

- Oversee student behavior, discipline, and support systems in alignment with the school's mission and community expectations.
- Partner with teachers, counselors, and families to support student well-being, development, and academic success.
- Promote a Lower School environment that is safe, welcoming, orderly, and centered on the needs of young children.

Parent Communication and Partnership

- Serve as a visible and accessible presence for Lower School families.
- Lead clear, timely, and professional day-to-day communication with parents.
- Prepare and distribute a weekly Lower School newsletter.
- Build strong partnerships with families in support of student learning and community engagement.

Enrollment, Admissions, and Retention Support

- Partner with admissions and school leadership to support enrollment, retention, and family transition processes.
- Represent the Lower School in admissions-related activities, including meetings, events, and prospective-family conversations, as needed.
- Help communicate the strengths and distinctive character of the Lower School program to current and prospective families.

Budget and Program Oversight

- Develop and manage the Lower School budget in partnership with the Head of School and business office, as applicable.
- Oversee the Lower School after-care program, including supervision of after-care staff and attention to program quality, safety, and consistency.
- Support planning and oversight of summer programming as assigned.

Episcopal Identity and School Mission

- Demonstrate commitment to the mission, values, and life of an Episcopal school.
- Participate actively in chapel and the spiritual life of the school.
- Support a school culture grounded in respect, belonging, compassion, integrity, and service.
- Model the character, professionalism, and relational leadership expected in a faith-informed educational community.

To apply, email jobs@christepiscopalschool.org.