



DIRECTOR OF THE PRIMARY SCHOOL

Job Posting

REPORTS TO: Head of School **FLSA:** Exempt
DEPARTMENT: Primary School **POSITION NEEDED:** Fiscal Year 2019-20
Prepared By: The Head of School, Associate Head of School and the Director of Human Resources
POSTING DATES: December 4, 2018 – until filled

SUMMARY:

The Director of the Primary School, in accordance with the school's mission, oversees all matters relating to students, faculty, parents, and curriculum for Kindergarten through the 4th grade. The Director is a member of the Executive Administrative Team and works in a positive and supportive manner with the Division Directors and Department Heads to ensure the best Primary School experience for all students.

The Director examines pedagogical practices in order to ensure balance and age appropriate expectations in the Prime programs. The Director models positivity and hires, supervises, and guides teachers to create a joyful and energized community of learners. The Director engages in student life, provides opportunities to collaborate with parents, and leads curriculum design initiatives. She/he is responsible for communicating effectively and responsively.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Understands the curriculum requirements, goals and mission of the division and works to create a cohesive and strong learning environment committed to excellence and healthy social and emotional learning.

Designs, develops and implements curriculum that embodies academic excellence and is vertically integrated in the Primary School and beyond.

Works to develop a culture that embodies learning for life that supports a dynamic learning environment and that insures course work to help students successfully transition to the Middle School.

Strive to provide strong partnerships between parents and the school to stay ahead of any potential concerns while fostering a positive environment for all.

Clearly communicates the vision and direction of the division to provide guidance to direct reports to achieve established goals set each year. Focus on programming, parent education, and divisional news.

Works cooperatively with the Associate Head of School, Early Childhood, Middle and Upper School Division Directors to coordinate the division's programs and curriculum.

Works collaboratively with the Parents Association, Admissions, the Business Office and Information Technology departments.

Evaluates faculty members and direct reports on an annual basis regarding their goals and accomplishments.

Serves as the Chair or as an active member on all Primary School faculty hiring committees.

Manages and maintains the divisional budget as set by the Chief Financial Officer.

Collaborates with the Associate Head of School to oversee, plan and execute visionary professional development personally and for his/her staff to stay abreast of the latest developmentally appropriate practices and programs.

Attends conferences and participates in on-line webinars and professional organizations where appropriate.

Provides a safe, secure, and supportive environment in which learning can flourish.

Works closely with the Director of Admission on the placement and retention of students to ensure the most cohesive and thoughtful transition to the next division.

Is the educational leader of the Primary division, responsible for its day-to-day operation.. In conjunction with the Associate Head of School, directs and respects the activities of the members of the school's instructional and non-instructional staff in the performance of their duties.

Oversees and mentors the Directors of After School Club and Expressions to maintain quality programming that is enriching, fun, and in line with the school's mission.

SUPERVISORY RESPONSIBILITIES

Directly supervises division faculty and administrative support personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS/EDUCATION AND/OR EXPERIENCE - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree with extensive experience as an educator required, Master's degree preferred.
- Prefer 4 to 10 years of experience in a supervisory role.
- Strong leadership skills.
- Excellent oral and written communication skills with proven success.
- Strong computer skills with working knowledge in Google Suite and Microsoft Office Suite.
- Experience with student information systems or databases (such as Blackbaud's On products).
- A strong work ethic, high integrity, supportive to others and a good sense of humor.

Interested candidates should submit a resume with a cover letter and personal

Statement on line to: hrstaffing-ps@hb.edu, or mail to:

Director of Human Resources

Hathaway Brown School

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