

# Old Trail School

Old Trail School is an independent, coeducational day school for students aged two through grade eight. Located within Cuyahoga Valley National Park in Bath, Ohio, the School offers a personal, nurturing and academically challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics and the arts.

*Old Trail School is an Equal Opportunity Employer and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.*

*If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.*

---

## **POSITION: PRIMARY SCHOOL DIVISION DIRECTOR**

START DATE: JULY 1, 2019

REPORTS TO: HEAD OF SCHOOL

CLASSIFICATION: FULL-TIME, EXEMPT; SALARIED WITH BENEFITS

HOURS: 8 A.M. - 5 P.M.

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

## **JOB DESCRIPTION:**

Old Trail School is seeking a Primary School Division Director for the 2018-19 academic year. The Primary School Division Director reports to the Head of School and oversees all activities involving students, faculty and staff in the Primary School. This position will help to plan, create, and execute the strategic direction of the Division and the School in consort with the Head of School. The Primary School Division encompasses Early Childhood Program thru Grade 2 students.

## **GENERAL DIVISION AND SCHOOL OVERSIGHT**

- Maintain congruence between the School's Mission Statement, Core Values and Primary School Division.
- Act as the educational leader of the Primary School Division with responsibility for its day-to-day operations.
- Communicate the Primary School Division's programs, expectations, behavioral guidelines, and other information necessary to all constituencies, keeping them fully-informed.
- Review and evaluate the delivery of current divisional academic programs and facilitate the implementation of new programming—giving support and maintaining oversight.

- Ensure compliance with legal requirements of government regulations and agencies—to help maintain educational standards for accreditation and preschool licensure through the Ohio Department of Education.
- Coordinate assessment, enrichment and intervention in the Primary School Division — setting expectations, analyzing results, reviewing recommendations with teachers and creating plans with parents.

#### **CHILDREN AND PARENTS**

- Assure a nurturing and structured environment in which learners thrive and a supportive School climate that reflects and sustains high morale and expectations.
- Provide academic guidance of students: oversee grading and reporting standards, methods, and protocols used in measuring student achievement.
- Responsible for establishing guidelines for proper student conduct and dress, maintaining student discipline consonant with School policies, monitoring students' adherence to school rules, and maintaining accurate records of student attendance.

#### **FACULTY AND STAFF**

- Supervise and review assigned faculty in teaching, implementation of curriculum, professional development, and adherence to School policies and other areas of School operations. Oversee employee improvement plans, meeting each month or more with employees in question.
- Serve as the administrative liaison to the Early Childhood Program, meet weekly with the Early Childhood Program department personnel.
- Plan/develop/arrange professional development opportunities required each year by Ohio Department of Education for the Early Childhood Program and the state inspection.
- Manage professional development within the Primary School Division — managing school visits, holding Annual Review Meetings, recommending workshops, soliciting feedback on the workshops, and overseeing teachers' summer work.
- Oversee divisional budgets and classroom budgets in the Primary School Division (Early Childhood Program through Grade 2.)

#### **REQUIRED SKILLS:**

- Bachelor's degree required; Master's degree preferred
- At least 5-7 years of related experience, preferably in independent schools.
- Proven success at working collaboratively in educational leadership
- Ability to use data and trends to drive strategic planning
- Excellent oral and written communications skills
- Proven success at working collaboratively in educational leadership
- Experience with Microsoft products/Google suite
- Ability to adapt to and learn new technologies

The Primary School Division Director is also required to perform any task assigned by the Head of School on an “as needed” basis. It is expected that the Director will show initiative in problem-solving, be of assistance to fellow colleagues, and contribute to the School in a positive and proactive manner.