



## Head of Lower School Search Information for Candidates

Cincinnati Country Day School  
Early Childhood (18 months) to Grade 12  
www.CountryDay.net • (513) 561-7298

**Application and supporting materials due  
February 3, 2020.**

### INTRODUCTION

Cincinnati Country Day School offers a rigorous and joyful learning environment that challenges students to excel inside and outside the classroom. Students are nurtured by caring teachers who encourage them to explore their interests and find their passions whether they are soccer or service, music or math.

The hallmarks of a Country Day education are innovative teaching and learning, global engagement, and a commitment to environmental stewardship. Our community embraces its rich diversity, which allows students to share their ideas and experiences that connect us.

The school's beautiful 62-acre campus in Indian Hill offers a pastoral setting—the perfect backdrop for a world-class education like no other. Learning opportunities not only take advantage of our natural surroundings and neighboring communities, but they also include national and international travel. Learning doesn't just happen in the classroom or library. Country Day students are active learners who enjoy challenges and problem solving on and off campus.

Equipped with knowledge and inter-personal skills, students move on to the best colleges in the country. From Ivy League schools to prestigious, small liberal arts colleges, and highly rated, selective public institutions, Country Day graduates are ready for success in any world.

### MISSION

Country Day serves students from early childhood (18 months) through 12<sup>th</sup> grade. The school is known for its rigor, but balances the students' day with a healthy mix of athletics, arts and activities, hard work and play all in a supportive environment. Along with its commitment to educational excellence, CCDS emphasizes character development and celebrates diversity. Country Day's culture is one where opinions are heard and



respected, where pushing boundaries comes naturally and where the curious are motivated to learn more, jumpstarting a lifelong love of learning.

Cincinnati Country Day School fulfills its mission with a talented faculty and staff who have a fierce passion and a strong commitment to educating tomorrow's leaders. Country Day teachers are known for their ability to turn textbook material into informative and fun hands-on projects that create memorable learning experiences. They value each student's unique gifts and differentiate their teaching to accommodate individual learning styles, all toward helping students find their own niches as learners.

### LOWER SCHOOL

Our lower school program strives to partner with families to cultivate each child's unique gifts and to foster a love of learning.

Reading, language arts, math, and social studies are taught in self-contained classrooms. Children also have teachers who specialize in outdoor education, world language (French or Spanish), science, art, music, movement/physical education, library science, and swimming.

To meet the varying students' developmental needs, the Lower School is divided into two programs: pre-primary and primary. Children are nurtured in an environment that develops the whole child socially, emotionally, physically, and intellectually with an emphasis on learning through a variety of concrete, hands-on experiences.

PRE-PRIMARY PROGRAMS	PRIMARY PROGRAMS
Early Childhood (18 months to age 3)	Traditional Kindergarten
Montessori (3-5 years)	Montessori Kindergarten
Traditional Pre-K (3-5 years)	Grades 1-4
Student-Faculty Ratio: 7:1	Student-Faculty Ratio: 9:1
Average Class Size: 12	Average Class Size: 16

Title: Head of Lower School  
Salary: Commensurate with experience, competitive  
Education: Master's degree preferred

Cincinnati Country Day School seeks a smart, thoughtful, energetic, and caring team player to serve as the head of its lower school, which encompasses pre-primary grade levels (starting at 18 months) through fourth grade. This individual will oversee a joyful community of 340 students and a faculty of 60 who are committed to academic excellence and whole-child development. Reporting to the head of school, the head of lower school serves as a member of the senior leadership team, comprised of division and department heads, working collaboratively to fulfill the school's mission of preparing students for college and life.

The head of lower school works closely with lower school families to help nurture students' educational growth and character development while also leading teachers in strengthening the Lower School's culture of learning as it considers new pedagogies to build on Country Day's dynamic learning environment.

Country Day is currently implementing a five-year strategic plan: Country Day FORWARD. The plan's three pillars are Innovative Learning and Teaching, Global Engagement, and Environmental Commitment and are being actively advanced in the Lower School. The head of the lower school works with the faculty to oversee the plan and ensure its vision is realized.

## **CANDIDATE REQUIREMENTS**

### **Duties and Responsibilities:**

The Head of Lower School will:

- Commit to the school's mission, character virtues, and the strategic plan.
- Maintain congruency between the school's mission statement, code of conduct, and all activities of the lower school division.
- Act as an educational leader by modeling and promoting learning and student-centered pedagogy.
- Oversee LS curriculum implementation ensuring it meets student needs and remains abreast of pedagogical advances.
- Oversee the grading and reporting of standards and methods used by teachers to improve learning and ensure strong student achievement.
- Oversee the coordination of the Lower School's co-curricular and extra-curricular activity programs.
- Hire, observe, supervise, and evaluate faculty, including through classroom observation.
- Provide professional growth and development opportunities for faculty and staff.
- Stay abreast of licensing standards and processes to ensure compliance with state standards.
- Assist in the admission process for evaluating lower school applicants and participate as a member of the school's enrollment/management team to aid its recruitment and retention efforts.
- Foster positive parent involvement with the school.
- Maintain the division's budget and oversee the appropriate resourcing of the divisional program.
- Be a visible presence in all areas of the school.
- Perform other duties as assigned by the head of school.





### **Qualifications and Attributes**

- Have a bachelor's degree; master's degree in education or school administration preferred.
- Have experience as an early childhood (pre-primary or primary) lead teacher (preferably in an independent school setting).
- Have experience as an administrative leader (preferably in an independent school setting).
- Have a genuine and authentic interest in early education and a joy for working with primary and pre-primary students.
- Have knowledge and experience in primary and pre-primary curriculum, character education, discipline, social-emotional learning, and the role of technology in elementary education.
- Demonstrate an understanding of early education philosophies including Montessori and Reggio approaches.
- Possess a leadership style that is conducive to working with students, parents, faculty, and staff in the spirit of partnership.
- Have an innovative vision for lower school education (primary and pre-primary) which complements the school's mission and strategic plan.
- Have a collaborative approach to working with middle and upper school division heads as well as other senior level administrators.
- Have experience with admission processes and functions.
- Communicate well with emphasis on writing and public speaking.
- Have an outgoing and optimistic attitude with well-developed interpersonal skills.

The search will move expeditiously. Interested candidates should submit the following materials electronically to [HOLSsearch@countryday.net](mailto:HOLSsearch@countryday.net):

- A cover letter highlighting interest and qualifications for becoming Country Day's next head of lower school;
- A current résumé;
- A one-page personal statement of your educational philosophy.

**Interested candidates should apply by February 3, 2020.**

Cincinnati Country Day School is an equal opportunity employer that actively seeks employees who reflect and support our mission-driven commitment to academic excellence and to creating and maintaining a diverse and inclusive community. CCDS pays competitively and provides an excellent benefits package.

*Cincinnati Country Day School does not discriminate on the basis of race, color, creed, sex, gender identity, sexual orientation, disability, age (40 or over), national origin, ancestry, or military service/veteran's status in the administration of its educational programs and policies, admission decisions, tuition aid programs, employment practices and benefits, athletic, or other school administered programs.*

