



Lower School Director

Emerson School | Ann Arbor, MI

Emerson School, a co-educational independent school serving students in grades Y5 through 8th, is seeking a full-time Lower School Director (Young Fives to 5th grade) who will live our mission and lead our elementary program to challenge, excite, nurture, and engage students in a genuine love of learning.

The mission of Emerson School is to provide a dynamic and nurturing learning environment that fosters empathy, communication, creativity, leadership, and above all, a lifelong love of learning.

We fulfill our mission with small class sizes, by providing individualized attention across a broad and rich, student-centered curriculum and through a committed, talented team of educators who help children achieve sustained academic success.

At Emerson, students develop the confidence and skills to become their best selves.

Position Description:

The Lower School Director is part of the Senior Leadership Team, and reports to the Head of School. Responsibilities include:

Leadership

- Ensure congruence between the School's mission statement and the activities of the Lower School.
- Serve as the educational leader of the Lower School.
- Oversee the day-to-day operation of the Lower School.
- Establish a positive working environment in which helpfulness and respect exist, a culture of dignity is fostered, and in which teachers' individual differences, special abilities, and strengths are recognized.
- Fulfill the professional engagement cycle (with peer teachers) of observation, supervision, and evaluation of faculty in the development and implementation of curriculum.
- Make recommendations to the Head of School regarding hiring, retention, and assignment of Lower School faculty.
- Keep the Head of School informed of the general programs, activities, challenges, and opportunities of the Lower School

Program

- Provide a positive school environment in which learning can take place, students are supported, and morale remains high.
- Attend to the educational, physical, social, emotional, and psychological needs of the members of the Lower School community.
- Support, mentor, and provide orientation for new faculty and staff.
- Ensure consistent and effective implementation of Responsive Classroom strategies in each classroom.
- Assign Lower School teachers and students to classes, classrooms, and other obligations.
- Oversee student conduct and behavior in the division, and work with students, parents, and faculty in maintaining a positive environment.
- Oversee and approve professional development for Lower School faculty.
- Maintain the budget for the Lower School.

Collaboration

- Work collaboratively with the Lower School faculty to review and evaluate the academic programs, methods of assessment, and outcomes.
- Serve as the main point of contact for Lower School parents regarding all operational activities in the division.
- Serve as a consultant to Lower School teachers in matters of classroom management, teaching methods, classroom placement, and general school procedures.
- Support Lower School teachers by attending parent/teacher conferences when needed.
- Collaborate with Middle School leadership to maintain a strong, unified connection between divisions.
- Collaborate with the Learning Support Coordinator to ensure that students' academic, social, and emotional needs are being met.
- Collaborate with the Program Coordinator to ensure that conference scheduling, calendar development, and accreditation needs are being met.
- Collaborate with the DEI Coordinator to build an equitable, inclusive, and just community where students feel safe, respected, and possess a sense of belonging.

Credentials:

Bachelor's degree from an accredited college or university with major course work in Education, a Masters degree is preferred. A minimum of 5 years of classroom teaching is required, and work in an independent school, and knowledge of progressive education is preferred.

Application:

Individuals interested in being considered for the position of Lower School Director should send their resume, statement of educational philosophy, and 3 references before February 1, 2023 to:

Starting date – July1, 2023.

Lower School Director Search
C/O David H. Feldman
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5425 Scio Church Road
Ann Arbor, MI 48103

For more information about Emerson School, visit Website: www.emerson-school.org

Emerson School is deeply committed to diversity, equity, inclusion, justice, and belonging; the school is an equal opportunity employer.