



Director of Lower School
Katherine Delmar Burke School – San Francisco, CA
July 2024

About Burke's

Burke's is an independent K-8 gender-inclusive all-girls' school located on a 3.5-acre campus in San Francisco and is one of California's leading elementary schools with a 115-year tradition of educational excellence. Our mission is to educate, encourage, and empower girls. The school combines strong academic and co-curricular programs with an emphasis on project-based learning and personal growth in a diverse and inclusive community. Burke's emphasizes the development of fundamental and higher-level critical thinking skills in an atmosphere of creativity, exploration, academic rigor, and joyful learning.

Position Summary

Burke's is seeking a dynamic, collaborative, and forward-thinking educator to lead the Lower School division of one of the leading girls' schools in California. The Director of Lower School leads all curricular and non-curricular activities involving students and faculty in the K-4 division to ensure a dynamic, rigorous, joyful and developmentally appropriate program that aligns with the school's mission and strategic plan. The Director of Lower School will actively engage with students, faculty, staff, and families in the daily life of the school, preserving and promoting the warmth and closeness that defines the Lower School's culture. The Director of Lower School reports to the Associate Head of School and serves on the Academic Administrative Team with the Director of Upper School, Director of Curriculum and Innovation, and Director of Diversity, Equity, Inclusion and Belonging.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Qualifications, Attributes & Skills

Below are the personal and professional qualities that we believe are important for the success of the person in this role. Unless specifically noted as a prerequisite for the role, these qualifications, attributes and skills are preferred. We know many candidates bring a full complement of experience, skills, and ideas, even if they don't check every box of a job description. If you meet many of our criteria, please don't hesitate to apply. Every application gets serious consideration, including those with skill sets that we may not have included here. We welcome all applicants who will bring a unique perspective and personal characteristics to our amazing team.

- Ability to inspire faculty, students, and the broader school community around a common vision;
- Combine prior experience in school leadership with a desire to continue to grow, learn, and evolve as a leader;
- Bring experience as a classroom instructor into his/her thinking on how to best help students;
- Communicate clearly and transparently, both in writing and orally;
- A warm, approachable, and visible presence on campus that invites and respects the views of others yet is decisive when needed;
- Highly organized, persistent, and able to motivate and inspire others;
- Excellent and immediate follow through, whether via email or via interpersonal interactions, therefore communicating care;
- Knowledge and understanding of effective teaching and instructional practice
- A deep understanding and appreciation for diversity and a demonstrated commitment to equity and inclusion
- Strong familiarity with significant educational, DEI, and technology trends in independent schools



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Primary Responsibilities

- Supervise the work of the Lower School faculty, Counselor and Learning Specialists;
- Schedule, plan and lead Lower School Division meetings and occasional special project task forces groups;
- Support Lower School faculty professional development and evaluate faculty performance using Burke's Professional Growth System and Folio;
- Work with the Academic Admin team to design effective use of professional development days and meetings;
- Oversee the supervision of students during recess, including scheduling faculty for supervisory duties;
- Oversee the assignment of students to class sections;
- Support faculty and work directly with individual students and parents on student behavior / discipline matters;
- Assists the Associate Head of School with hiring, retention, promotion, and assignment of Lower School faculty;
- Support the work of the Director of Admission and Head of School on matters related to student admission screening, decisions and placement, including participation in Admissions tours and other events;
- Facilitate communication with parents, including student progress reports, conferences, grade level and other meetings, and individual concerns;
- Track and anticipate faculty expenditures for instructional and other needs;
- Coordinate and collaborate with the Director of the Upper School on matters that involve the both divisions;
- Supervise the Lower School Administrative Assistant, providing annual reviews of performance.



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Compensation

Burke's offers competitive compensation based on prior experience and position requirements. Salary range for this position is \$190,000-\$210,000. Comprehensive benefits are provided. More information about the school can be found on the website at www.Burkes.org. *Burke's does not sponsor employment visas. Being authorized to work in the U.S. is a precondition of employment.*

Equal Employment Opportunity Statement

Burke's is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on race, color, age, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), genetic information, physical or mental disability, medical condition, citizenship status, sexual orientation, gender identity, gender expression, marital status, military or veteran status, or any other consideration made unlawful by federal, state, or local laws.

To Apply

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Current resume, including phone number and email address*
2. *Cover letter stating interest in and qualifications for the position*
3. *Personal statement*
4. *Reference List*

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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