



THE
Lamplighter
SCHOOL

**ASSISTANT HEAD FOR LOWER SCHOOL TEACHING AND
LEARNING**



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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The School

The Lamplighter School is an independent, co-educational day school with 450 students in Pre-Kindergarten through fourth grade, making it unique compared to other early childhood and elementary schools in the Dallas area. Created in 1953 pursuant to the founders' vision of a school that would celebrate children and encourage a path of lifelong learning, the school moved to its current location in 1969 and since has completed several expansions, including a fine arts wing, a gymnasium, a new barn with farm animals and a state-of-the-art Innovation Lab. Although the names and trends may have changed, the original mission of the school remains strongly intact.

The Lamplighter Mission Statement:

Dedicated to igniting the potential of each child, Lamplighter engages children in the joy of learning through intellectual discovery in a creative, inclusive, and collaborative environment.

Lamplighter's motto has always been, "A student is not a vessel to be filled, but a lamp to be lighted." This idea still rings true today. Classrooms and outdoor education areas are filled with hands-on exploration as children work together to make learning fun. Lamplighter's teachers believe that children are naturally curious, creative, and eager. They encourage learning through exploration, promote cooperation rather than competition, and have high expectations for the pursuit of academic excellence. In every activity, students are encouraged to develop self-discipline, to accept failure without the loss of self-esteem, and to respect others. The school's record of providing a lifelong educational foundation to its students, plus successful marketing and strong leadership, have led to a 19-percent increase in applications this year over last.

The Lamplighter School is governed by a Board of Trustees comprised of 29 passionate and talented volunteers, many of whom are current or former parents and/or alumni. With a \$12 million annual operating budget, more than 80 faculty and staff, a 10-acre campus with 100,000 square feet of facility space including a Barn and Innovation Lab, and a \$11.2 million endowment, Lamplighter is planning for the next decade and committed to continue the new thinking and innovation that have been championed at Lamplighter since its founding.



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Responsibilities

The Assistant Head for Lower School Teaching and Learning is responsible for the comprehensive, integrated and effective instructional program for all students.

Essential Duties and Responsibilities:

- Act as the educational leader of the school, responsible for its day-to-day operation
- Ensure a cohesive academic program and smooth transition between the Early Childhood and Lower School divisions of the school
- Maintain congruency between the school's mission and all activities in the Lower School
- Provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale
- Be aware of the educational, physical, social, and psychological needs of the members of the school community, and develop plans for meeting these needs
- Represent the school at meetings, functions and on a daily basis
- Contribute to the short- and long-term-planning for the school and organization of events
- Promote a joyful and positive spirit for the entire school community
- Act as Head of School in Head's absence
 - Support the school and its leadership
 - Perform other duties as assigned by the head of school.

Responsibilities with Students:

1. Provide for the academic guidance of students; to maintain academic records on all students; to oversee student assessment, reporting to parents, and methods used by teachers in measuring student achievement
2. Be responsible for establishing guidelines for proper student conduct and dress; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules; to maintain records of student attendance
3. Work with the Office of Student Life to oversee academic and social-emotional issues of all students



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4. Oversee the appropriate grade-level and teacher placement of all students, oversee decision on counselling out students
5. Attend student and parent events
6. Enforce discipline policy, recommend to the Head when events warrant suspension or expulsion
7. Help coordinate teacher and student schedules
8. Promote smooth transition from graduation of seniors

Responsibilities with Academic Program

1. Lead the academic program and curriculum committees in the articulation of the school mission, school goals, department goals, course objectives, materials, methods and means of assessment
2. Coordinate the curriculum review process and to make recommendations to the Head regarding problems or concerns relating to curriculum
3. Oversee the coordination of the co-curricular and extra-curricular activity programs of the school; to assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the entire school community informed of various school programs and activities

Responsibilities with Faculty:

1. Provide a role model for faculty: to guide, support and inspire colleagues
2. Be a visible presence in all areas of the school; to work toward a resolution of all problems - both routine and unique - as they arise; to keep the head of school informed of the general programs, activities, and problems of the school
3. Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and recognition of individual differences and the special abilities and strengths of each teacher
4. Manage the hiring process: recruit, assist with hiring, and lead the mentoring of new faculty
5. Make recommendations to the head of school regarding the hiring and retention, and the assignment of faculty
6. Establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation
7. Observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
8. Encourage teachers to be life-long learners
9. Promote relationship development among teachers, teams and parents
10. Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures, serving as a resource by recommending workshops, speakers, programs, school observations, etc.



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11. Oversee and direct the activities of faculty committees
12. Conduct regular meetings with faculty
13. Assist teachers in matching appropriate assessment instruments to curriculum objectives
14. Assure uniformity in assessment, parent reporting, and academic standards
15. Help faculty resolve conflicts

Responsibilities with Parents:

1. Communicate with parents to discuss care, academic and social-emotional growth of their children
2. Educate parents on issues related to young children

Responsibilities with Resources:

1. Evaluate use of resources
2. Participate in the budgeting process
3. Be a good steward of the school's resources

Communication

1. Ensure effective communication between both divisions, and between the school and parents

Experience:

- Master's degree or post graduate work in subject matter and/or educational administration
- A minimum of five years teaching and administration experience in an independent school environment
- Excellent verbal and written communication skills
- Demonstrated leadership and facilitative skills

Physical Requirements and Work Environment:

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 45 lbs.
- Work primarily in a traditional climate-controlled office environment



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Other Considerations

Compensation Competitive within the independent school sector

Location Dallas, Texas

Travel Limited

Website <http://www.thelamplighterschool.org/>



To apply: Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Rice Bryan, rbryan@carneysandoe.com or Sloane Meyer, sloane.meyer@carneysandoe.com.



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