



Head of Lower School
Roland Park Country School – Baltimore, Maryland
July 2024

Reports to: Head of School

Supervises: Lower School Faculty and Staff

Roland Park Country School, a college preparatory school for girls, is dedicated to the intellectual and moral development of its students. We cultivate creativity, independence of thought, tenacity of purpose, self-discipline, and emotional, physical, and spiritual well-being. We maintain high academic standards, uphold tradition, and promote innovation. We nurture a cooperative, resilient spirit within an atmosphere of mutual trust and respect. In a diverse, inclusive, and joyful community, Roland Park Country School strives to instill in its students a lifelong love of learning, as well as the responsibility to look within and beyond themselves to contribute to and serve as stewards and leaders of their communities.

Position Summary:

Roland Park Country School is seeking an experienced elementary educator and divisional leader to fill the position of Lower School Head. The Head of Lower School leads a division of 129 students and approximately 25 faculty members in grades K-5, and is an integral member of the School's Leadership Team. The Head of Lower School is the educational and administrative leader for the division and is responsible for its students, teachers, programs, parent relations, and culture.



**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

The Head of Lower School will have expertise in early childhood and elementary curriculum and instruction, demonstrated success as a school leader and lifelong learner, and a desire to work in an all-girls environment. The Lower School Head works in partnership with the Assistant Head of School for Academics and Programs to supervise faculty and other members of the programmatic staff in all curricular and staffing decisions; including supporting the professional growth and evaluation of the faculty and staff. The Lower School Head works closely with the Director of Enrollment Management in the implementation of the admissions process for the Lower School, and is a participant in all school admissions activities, tours, and presentations. The Lower School Head works with the Assistant Head of School for Strategic Finance and Advancement to develop and implement the budget, and with the Assistant Head of School for Culture, Community, and Belonging to further develop the School's programs in this area. The Head of Lower School serves as a member of the school's senior leadership team.

The Head of Lower School will possess strong analytical and interpersonal skills, and will use those to advance the division and articulate the school's unique value for K to 5th grade students. This is a full-time, 12-month position.

Essential Duties and Responsibilities:

- Supervises the daily operation of the Lower School
- Serves as a key member on the 5th-Middle School Core planning team to facilitate the successful transition of 5th grade into Middle School in the 2025-2026 school year.
- Provides leadership for the Lower School faculty and students and is a visible presence in all aspects of the Lower School.
- Possesses a clear, coherent, and inspiring vision of the Lower School program that is forward looking, informed by research on best practices, aligned with the School's mission and culture, and grounded in education for girls.
- Communicates that vision to students, faculty, current and prospective families, and the Board of Trustees.
- Enhances the strong sense of community of the Lower School through building healthy, trusting relationships with students, faculty, staff, and parents, and using those relationships to help members of the community become their best selves.
- Works collaboratively with the Assistant Head of School for Academics and Programs to evaluate existing academic programs and curricula, to move forward the curriculum mapping process, and to



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

ensure Lower School students are developing the skills, competencies and attitudes necessary to thrive in Middle and Upper School and beyond.

- Oversees the implementation of the curriculum and academic program, including benchmark assessments.
- Collaborates with the Head of Middle School and Head of Upper School to ensure broader alignment in School mission and culture.
- Works in collaboration with the Director of Learning Support and the Lower School Student Support Team to facilitate a multi-tiered student support system that includes support plans for academic learning and behavioral direction.
- Facilitates the Lower School faculty evaluation, professional development, and hiring processes alongside the Assistant Head of School for Academics and Programs.
- Convenes and facilitates divisional, grade-level, and team meetings.
- Models community engagement by attending school events outside of the school day.
- Partners with the admissions team through promoting the Lower School to prospective parents and serving as a member of the Lower School Admissions Committee.
- Serves as a member of the Leadership Team and Teaching and Learning Team.
- Manages the Lower School budget and ensures that maintenance, equipment, facility, and material (texts books, etc) needs of the Lower School.
- Possesses an understanding of diversity, equity and inclusion and the implementation of those principles in independent schools.
- Other duties, as assigned.

Minimum Qualifications:

- Enthusiastic interest in working with Lower School girls, faculty, and parents.
- Advanced degree
- Eight or more years of teaching experience.
- Senior Administrative experience
- Strong understanding of the developmental needs of girls, particularly those ages 5 - 11.
- Excellent communication skills, both verbal and written.



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

- Proven ability to establish and maintain positive and productive working relationships with individuals from diverse ethnic, cultural, and socioeconomic backgrounds.
- Ability to exercise good judgment and initiative.
- Commitment to upholding the Core Values and Guiding Principles of Roland Park Country School.
- Commitment to fulfilling the mission of Roland Park Country School, and an appreciation of single-sex independent school education.
- Ability to work effectively with other professionals, parents, and students
- Strong sense of empathy and humor, enthusiastic and happy, high ethical professional standards, and multicultural perspective.

Required Physical Characteristics:

- Works in an environment dealing with a wide variety of challenges and 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 15 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

To Apply

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

1. Current resume, including phone number and email address
2. Cover letter
3. Statement of philosophy of education and leadership
4. List of five references with contact information (references will not be contacted until the candidate is notified)

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



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