



Lower School Head (K-5)

Starts July 2024

At San Francisco Day School, we believe that when intellect and imagination are intertwined, students delight in the discovery of connection, in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

Our Mission

At SF Day we ignite curiosity. We cultivate a diverse, nurturing community that encourages learners to expand their perspectives and become their true selves. Students develop as compassionate, creative problem-solvers, prepared to thrive in an ever-changing world.

Summary:

San Francisco Day School is seeking an experienced elementary educator to fill the position of Lower School Head. The individual in this position is the educational and administrative leader of the lower school division, including kindergarten through fifth grades, with responsibility for the students, faculty, and program.

The Lower School Head reports to the Assistant Head of School and is responsible for promoting a tone within the lower school that is both responsive to the age of its students and reflective of the [mission and values](#) of San Francisco Day School.

The Lower School Head works in partnership with the Upper School Head to supervise faculty and other members of the programmatic staff in all curricular and scheduling decisions; including observing, supervising, and evaluating the faculty and staff. The Lower School Head works closely with the Director of Admission in the development and implementation of the admissions process for the lower school, with the CFO to develop and implement the operating and capital budget, and with the Director of DEI to further develop the School's programs in this arena. The Head of Lower School serves as a member of the school's Instructional Leadership Team (ILT) and the Head of School's Administrative Council.

Responsibilities and Duties:

- Oversee the day-to-day operation of the Lower School while also planning for the future progress and growth of the program.
- Support and guide the faculty by inspiring, informing, and serving as the intellectual leader; conducting purposeful and stimulating meetings,

providing both formal and informal observations; counseling about curriculum development, classroom management, family partnership, individual student needs and professional development opportunities.

- Develop with the faculty and the Assistant Head of School an engaging, challenging, and developmentally appropriate curriculum by keeping informed of current educational trends and by exercising good judgment about what constitutes an excellent academic program.
- Participate in the long range planning efforts of the school by anticipating change, both in students' needs and those of the faculty and general population.
- Meet formally and informally with parents and guardians to share and educate about school philosophy and curriculum, and to support families in their parenting roles and students in their learning.
- Organize and lead parent grade-level coffees two times a year (one per grade level) during which topics of general interest, such as children's developmental stages, parenting issues, social and behavioral questions, are discussed.
- Establish and maintain processes and procedures, such as lunch, recess, arrival and dismissal, that ensure the safety and health of all Lower School students.
- Work with the Lower School learning specialist team to design and help provide support for students in need of enrichment and remediation. Support communication with these families.
- Maintain a continuous process of faculty supervision and evaluation to include formal written reviews of each lead teacher according to the school's evaluation procedures; meet regularly with lead teachers.
- Create a K-8 schedule with the Upper School Head which reflects the philosophy and priorities of the school's academic program.
- Lead lower school faculty meetings and arrange for in-service workshops throughout the year.
- Partner with the substitute coordinator, develop and maintain an adequate substitute list and supervise arrangements for substitutes when necessary.
- Coordinate and support the programs of all Lower School specials teachers including library, art, music, innovation and technology, Spanish, science lab and physical education.
- Partner with the Outdoor Education Coordinators (for grades 3 and 4) to oversee planning and implementation of Outdoor Ed Trips (1 per year for each grade.)
- Co-facilitate the admissions process in concert with the Director of Admission, including observation of kindergarten applicants and interviews with prospective students and parents for grades k through five.

- Assign faculty to school-wide duties (e.g., lunch, recess, arrival, etc.).
- Work with the Director of Teaching Fellow/Mentor-Mentee program in support of the Teaching Fellows and teachers new to the school.
- Establish and maintain procedures for clear communication with students, parents, and teachers regarding discipline and behavior.
- Participate in administrative meetings as part of the Head's Administrative Council.
- Participate in the budget process, guiding faculty in decision-making; oversee and manage the lower school budget.
- Read and review twice-yearly lower school progress reports before they are distributed to parents and lead pre-conference grade-level meetings with faculty to discuss student progress.
- Lead the hiring and interview process for any open faculty positions in the lower school; participate with the Assistant Head of School and Head of School in the decision process for faculty candidates.
- Meet regularly with the Assistant Head of School and keep them informed of all activities, events, and concerns.

Required Qualifications and Skills:

- A Bachelor's and Master's degree.
- A genuine and dedicated elementary school leader who has deep knowledge of instruction, curriculum development, DEI, project-based learning, differentiation, outdoor education, assessment, and early-childhood development in a diverse and inclusive community.
- A highly capable decision-maker who seeks broad input and whose hallmarks are transparency, collaboration, and communication.
- A high-energy role model with high character, impeccable integrity, strategic vision, and a great sense of humor.
- A strong communicator, verbally and in writing, both publicly and one-one.
- A person willing and eager to learn, grow, and be mentored; a person whose own personal and professional growth is ongoing; and a person whose leadership of change begins from within.
- A personal style that inspires and builds strong relationships.
- Strong interpersonal skills and the personal qualities of integrity, responsibility and compassion necessary to develop and maintain an effective learning community and strong relationships with students, faculty, parents, administrators, and other school leaders. Ability to generate credibility, trust and respect throughout the organization.
- A person with high emotional intelligence.

Preferred Qualifications:

- Independent school experience
- 5 years' or more relevant experience
- Master's in Educational Leadership
- Prior experience as a Division Head, Dean, or instructional coach
- Experience with differentiation techniques such as Universal Design for Learning (UDL)
- Experience with Responsive Classroom and Restorative Justice practices
- An excellent recruiter of professional talent.

Expectations for SF Day Employees:

Promote positive relationships between and among all internal and external constituents of the school by maintaining the highest level of professionalism, including but not limited to those aspects detailed in the employee handbook, and acting in a manner consistent with the School's [Mission and Values](#).

Collaborate with colleagues inside and outside of the division to advance grade level, departmental and School goals and objectives.

Support everyday needs of the community, including student-facing responsibilities, such as safety drills and recess/lunch duties.

Commit to ongoing professional development and growth to reflect the demands of the position and the strategic priorities of the School. Our school has a generous professional development budget and we strive to model the goal of being lifelong learners.

Serve as an active participant in the school's commitment to [Diversity, Equity and Inclusion](#). Attend all-school, on-campus professional development seminars, participate in all-school "reads" of important literature in the field, and actively participate in modeling our mission and work in DEI.

Attend evening and weekend events as required.

Per CA statutes, all School employees should be able to pass a Federal and State background check, provide a negative TB test, and maintain professional behavior during the period of employment. The employment offer is contingent upon these requirements.

Working Conditions:

- 90% Indoors, 10% outdoors
- Ability to move around the school and playground to attend to individual or small groups of students and other matters
- Occasional requirement to lift more than 30 lbs
- Sit and stand for an extended amount of time

What could SF Day School offer YOU?

- Competitive Salary
- Excellent medical, dental, and vision benefits with 100% employer-paid premiums for every employee
- Flexible Spending Account (FSA)
- Paid holidays per the employee handbook
- 403(b) retirement benefit option with a 7% employer match (after 60 days)
- Employee Assistance Program (EAP)
- Discounted gym membership and on-campus fitness class with colleagues
- Transportation and parking benefits
- Pet insurance option

Ready to Join SF Day?

San Francisco Day School is committed to equity in its pay practices. The salary range for this role is Low: \$150,000, Mid: \$180,000, Cap: \$210,000 (based on averages provided by CALISBOA for NorCal schools with similar enrollments and operating budgets.) Actual salary will take into consideration a candidate's years of experience, education, and skills.

SF Day celebrates and welcomes faculty and staff who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ applicants to apply.

San Francisco Day School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply

Please send a resume and cover letter detailing your interest and strengths relevant to the position heather.flewelling@carneysandoe.com No phone calls please.

For more information about San Francisco Day School, please visit www.sfdlay.org