



**Head of Lower School
Saint Edward's School
July 2021**

The School

Founded in 1965, Saint Edward's School is located in beautiful coastal Florida, 1.5 hours north of Palm Beach. It has a 26-acre campus which is the only independent school on the Treasure Coast with frontage on the Indian River Lagoon, complete with a dock and a small fleet of boats. Saint Edward's has an enrollment of 580 day students in grades PK-12.

Approximately 66 faculty, with 50% holding advanced degrees, teach an average class size of 17 students. One of the leading independent schools in Florida, Saint Edward's is committed to educational excellence through an environment of advocacy that promotes a lifelong passion for learning. Although founded in the Episcopal Tradition, students come from many different religious backgrounds, and students in each of the divisions learn about all of the world religions through classroom work as well as chapel services. Saint Edward's has excellent college placement and strong sports and arts programs. It is an inviting and warm educational community with many charms.



Job Summary

The Head of Lower School reports to the head of school and is charged with the comprehensive responsibility of all curricular and non-curricular development/activities involving students and faculty in the division in order to create a dynamic learning environment. The Head of Lower School also oversees the hiring and supervision of instructional and support personnel.



Carney, Sandoe & Associates
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Essential Duties and Responsibilities

The Head of Lower School will:

- Maintain congruency between the school's board-approved mission statement and all activities of the division.
- Act as the educational leader of the school division, responsible for its day-to-day operation.
- Direct the activities of the school's instructional and non-instructional staff in the performance of their duties.
- Maintain the budget for the division.
- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed of their individual roles.
- Be a visible presence in all areas of the school.
- Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- Review and evaluate the academic programs, including for horizontal and vertical curricular flow.
- Lead the academic policies/curriculum committee in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
- Observe, supervise, and help evaluate the faculty, including through classroom observation.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Provide an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects high morale.
- Be aware of the educational, physical, social, and psychological needs of the school community, and develop plans for meeting those needs.



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- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Oversee and direct the activities of lower school faculty committees.
- Make recommendations to the head of school regarding the hiring and retention, and the assignment of faculty.
- Establish programs for the in-service training of all teachers, and for the evaluation of classroom teachers.
- Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Maintain complete academic records on all students.
- Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Establish guidelines for proper student conduct and dress.
- Work toward a resolution of all problems - both routine and unique - as they arise.
- Keep the Head of School informed of the general programs, activities, and problems of the school.
- Assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
- Oversee the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of school assemblies and programs.
- Perform other duties as assigned by the head of school.



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Common Qualification Requirements

- Bachelor's degree; Master's degree or Doctorate in education or school administration preferred
- 10+ years' experience as a lead teacher
- 5+ years' experience as a senior administrative leader, either as the head or assistant head of a division, preferably in independent schools
- Proven success at working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students in a lower school setting
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Technologically savvy



Application process:

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 John Faubert, jfaubert@carneysandoe.com, and Namita Bhattacharya, namita.bhattacharya@carneysandoe.com. Please do not contact the school directly.



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