



Director of Lower Division (Pre-Kindergarten 3 through 2nd grade)

**National Presbyterian School
Washington, DC**

About the School

National Presbyterian School, a 300-student elementary school (Pre-K 3 through 6th Grade) located in Washington, DC, is conducting a search for a Director of the Lower Division to join the NPS community and administrative team starting July 1, 2026.

Working closely with the Head of School, Upper Division Director, and the entire Administrative Team, the Lower Division Director is responsible for overseeing and supporting the faculty, students, and families in the five grade levels from Pre-Kindergarten 3 through 2nd Grade. General responsibilities center on fostering a nurturing, joyful, and inclusive environment for everyone within the division. Learn more at nps-dc.org.



**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

Mission Statement

At National Presbyterian School, we focus on the foundational decade of childhood to launch lives of purpose and compassion



Responsibilities

- Leading all day-to-day operations of the Lower Division
- Supervising a dedicated Lower Division faculty and conducting goal-setting meetings and classroom observations as part of the Faculty Growth and Development Cycles
- Providing individual student academic and social-emotional support and guidance
- Managing the academic program, curriculum, and records of the Lower Division Serving as primary liaison with Lower Division families and maintaining strong partnerships
- Planning and leading full faculty, divisional, and grade level meetings
- Acting as a visible and engaged presence in the Lower Division and in the larger NPS community



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Qualifications

- A strong background and demonstrated record of success as an early childhood educator, preferably with administrative experience
- A Bachelor's degree in an appropriate discipline, Masters preferred
- Commitment to working with young children and their families and a familiarity with childhood development, educational approaches, and curriculum
- High degree of integrity and trustworthiness
- Ability to lead, support, and mentor faculty and to function as a collaborative member of a community
- Excellent oral and written communication skills
- Warm personality and a positive and collaborative spirit
- Professional demeanor and presentation
- Good sense of humor, balanced perspective, and high emotional intelligence
- Proven ability to think strategically and creatively

Compensation

- \$120,000 - \$150,000 based upon years of experience, education background, and expertise.
- Competitive Benefits Package



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To Apply

Please submit a **Resume, Cover Letter, Statement of Educational Philosophy, and a List of Professional References** to:

John Faubert, Director of Placement
Carney Sandoe & Associates
john.faubert@carneysandoe.com

and

Amanda Gastel, Placement Counselor
Carney Sandoe & Associates
amanda.gastel@carneysandoe.com

Please do not contact the school directly



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