



Lower School Associate Director of Primary Grades
Orlando, FL



SUMMARY

The Associate Director of Primary Grades partners with the Director of Lower School to support students, teachers, and families in grades PK–2, fostering a nurturing, collaborative, and mission-aligned learning environment. The role focuses on student academic and social-emotional growth, instructional support, teacher development, and strong family partnerships. The Associate Director also supports daily operations while upholding professionalism, confidentiality, and the school's core values.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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ESSENTIAL FUNCTIONS

- Actively supports and acts in accordance with the school's mission and values.
- Manages the day-to-day operations of the Primary Grades.
- Fosters a safe, joyful, inclusive, and developmentally responsive learning environment for young children, supporting student growth academically, socially, and emotionally.
- Partners with teachers to strengthen instructional practices through coaching, observations, feedback, and professional development, fostering a collaborative culture.
- Completes annual evaluations for primary teachers, as well as primary assistants and aides.
- Monitors student academic and social-emotional progress; collaborates with families, teachers, and support teams to implement intervention plans as needed.
- Collaborates with the Associate Director of Curriculum and Instruction on scheduling, assessments, curriculum planning, and key academic programs across grade levels.
- Serves as a visible, approachable, and supportive presence in classrooms, hallways, and common areas to strengthen relationships and support community expectations.
- Collaborates on student behavior support, restorative practices, and positive school culture initiatives.
- Supports hiring, onboarding, and mentoring of faculty and staff in the primary grades.
- Communicates clearly and consistently with students, families, faculty, and staff to ensure strong home-school partnerships.
- Coordinates with the Dean of Students on safety protocols, crisis response procedures, and supervision during school events and transitions.
- Contributes to strategic planning, accreditation efforts, and continuous improvement aligned with the school's mission and goals.
- Collaborates with the Associate Director of Student Life to plan special programs, celebrations, and community-building events unique to the primary division.
- Other projects, duties, and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills, attention to detail, and ability to manage multiple priorities and initiatives
- Strong understanding of early childhood and primary education best practices
- Ability to build trusting relationships with young children, families, and faculty
- Collaborative leadership style with strong coaching and mentorship abilities
- Excellent verbal and written communication, interpersonal, and presentation skills
- Strong problem-solving, decision-making, and conflict-resolution capabilities
- Ability to analyze student data and apply insights to support learning growth
- Proficiency with instructional technology and student information systems
- Flexibility, adaptability, and a positive, team-oriented mindset



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- Passion for cultivating joyful learning and whole-child development
- Strong interest and experience in pedagogy and innovation.
- Knowledge of current trends in education and effective assessment, differentiation, and intervention strategies
- Strong instructional coaching and teacher mentoring skills
- Data analysis and application to inform instructional and programmatic decisions
- Event and program coordination skills



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PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing, repetitive movements, lifting weights of various amounts (not to exceed 50 lbs.), sitting on the floor, bending/squatting, walking, etc.
- May be required to climb steps, and/or to walk to various departments on campus.
- May be required to work in a sitting position for long periods of time.
- May be required to work at a computer for long periods of time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Minimum of a Master's Degree or international equivalent required; at least one advanced degree must be in early childhood education, elementary education, educational leadership, or a closely related field.
- Minimum of 5 years of experience teaching required, preferably in a lower school setting.
- Minimum of 3 years of experience in an administrative leadership role preferred.
- Independent school experience preferred



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To Apply

Interested candidates should submit a resume and cover letter to:

John Faubert
Carney Sandoe & Associates
jfaubert@carneysandoe.com

and

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

Please do not contact the school directly.



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