

Burke's

EDUCATE, ENCOURAGE & EMPOWER GIRLS

DIRECTOR OF LOWER SCHOOL

Start Date: July 2027

Katherine Delmar Burke School

San Francisco, California | burkes.org

Carney Sandoe & ASSOCIATES

MISSION STATEMENT

Burke's mission is to educate, encourage, and empower girls. Our school combines academic excellence with an appreciation for childhood so that students thrive as learners, develop a strong sense of self, contribute to community, and fulfill their potential, now and throughout life.

At a Glance

1908
established

~400
total enrollment

48%
students of color

93
total faculty and staff

6:1
student-faculty ratio



OVERVIEW

About Katherine Delmar Burke School (Burke's)

Burke's is an independent K-8 gender-inclusive all-girls' school located on a 3.5-acre campus in San Francisco. It is one of California's leading elementary schools with a 115-year tradition of educational excellence. The school's mission is to educate, encourage, and empower girls, and it combines strong academic and co-curricular programs with an emphasis on project-based learning and personal growth in a diverse and inclusive community. Burke's emphasizes the development of fundamental and higher-level critical thinking skills in an atmosphere of creativity, exploration, academic rigor, and joyful learning.

About the Position

Burke's is seeking a dynamic, collaborative, and forward-thinking educator to lead the Lower School division of one of the leading girls' schools in California. The Director of Lower School leads all curricular and non-curricular activities involving students and faculty in the K-4 division to ensure a dynamic, rigorous, joyful and developmentally appropriate program that aligns with the school's mission and strategic plan. The Director of Lower School will actively engage with students, faculty, staff, and families in the daily life of the school, preserving and promoting the warmth and closeness that defines the Lower School's culture. The Director of Lower School reports to the Associate Head of School and serves on the Academic Administrative Team with the Director of Upper School, Director of Curriculum and Innovation, and Director of Diversity, Equity, Inclusion and Belonging.

This is an exciting opportunity! Burke's lower school faculty are experienced, committed, and engaged educators, committed to the school's mission. Its leadership team is impressive, and the students shine in many different ways. This is a joyful learning community seeking a new Lower School Director to further their work in curriculum, instruction, and assessment, and to imagine ways to improve on an already strong culture and program.



QUALIFICATIONS AND PERSONAL ATTRIBUTES

Below are the personal and professional qualities that Burke's believes are important for the success of the person in this role. Unless specifically noted as a prerequisite for the role, these qualifications, attributes and skills are *preferred.* The school knows many candidates bring a full complement of experience, skills, and ideas, even if they don't check every box of a job description. If you meet many of our criteria, please don't hesitate to apply/inquire.



- Ability to inspire faculty, students, and the broader school community around a common vision;
- Combine prior experience in independent school leadership with a desire to continue to grow, learn, and evolve as a leader;
- Knowledge and understanding of K-4 curriculum best practices;
- Bring experience as a classroom instructor into his/her thinking on how to best help students;
- Communicate clearly and transparently, both in writing and orally;
- A warm, approachable, and visible presence on campus that invites and respects the views of others yet is decisive when needed;
- Highly organized, persistent, and curious; able to motivate and inspire others;
- Excellent and immediate follow through, whether via email or via interpersonal interactions, therefore communicating care;
- Knowledge and understanding of effective teaching and instructional practice;
- A deep understanding and appreciation for diversity and a demonstrated commitment to equity, inclusion and belonging;
- Strong familiarity with significant educational trends in independent schools.

PRIMARY RESPONSIBILITIES

- Supervise the work of the Lower School faculty, Counselor and Learning Specialists;
- Schedule, plan, and lead Lower School Division meetings and occasional special project task force groups;
- Support Lower School faculty professional development and evaluate faculty performance using Burke's Professional Growth System;
- Work with the Academic Admin team to design effective use of professional development days and meetings;
- Oversee the supervision of students during recess, including scheduling faculty for supervisory duties;
- Oversee the assignment of students to class sections;
- Support faculty and work directly with individual students and parents on student behavior / discipline matters;
- Assist Associate Head of School with hiring, retention, promotion, and assignment of Lower School faculty;
- Support the work of the Director of Admission and Head of School on matters related to student admission screening, decisions and placement, including participation in Admissions tours and other events;
- Facilitate communication with parents, including student progress reports, conferences, grade level, and other meetings, and individual concerns;
- Manage the Lower School budget; track and anticipate faculty expenditures for instructional and other needs;
- Coordinate and collaborate with the Director of the Upper School on matters that involve both divisions;
- Supervise the Lower School Administrative Assistant, providing annual reviews of performance.

$36.5M
endowment

$25M
annual operating budget

3.5 acres
campus size

$3.54M
Collaborative Tuition (Financial Assistance) Budget

$364,000
Additional financial support beyond tuition

28%
students receiving needs-based collaborative tuition

LEARN MORE

- School Website
- Strategic Plan
- Inclusivity and Belonging
- Educational Philosophy
- High School Matriculation
- About San Francisco, California

Burke's does not sponsor employment visas. Being authorized to work in the U.S. is a precondition of employment.

Compensation
Burke's offers competitive compensation based on prior experience and position requirements. Comprehensive benefits are provided. More information about the school can be found on the website at www.Burkes.org.

Equal Employment Opportunity Statement
Burke's is an equal opportunity employer and makes employment decisions on the basis of merit. School policy prohibits unlawful discrimination based on race, color, age, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), genetic information, physical or mental disability, medical condition, citizenship status, sexual orientation, gender identity, gender expression, marital status, military or veteran status, or any other consideration made unlawful by federal, state, or local laws.



TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

JOHN FAUBERT
Consultant
john.faubert@carneysandoe.com

CAROLINE ERISMAN
Consultant
caroline.erisman@carneysandoe.com

The full-time salary range for this position is $175,000-$210,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.

Carney Sandoe & ASSOCIATES