

THE ROEPER SCHOOL

*Academic Director Position
2021–2022 School Year, Full-time*

Lower School Director
(Preschool – Grades 5)

The Roeper School is a co-educational independent school serving gifted students in grades Pre-K through twelve. As the oldest preschool through grade 12 for gifted students in the nation, we have always prepared children, not for the next grade, but for the world. At Roeper, students come to understand and embrace all they are, learn to use their voices, and gain the confidence to reach out compassionately to others.

We invite interested early childhood and elementary school leaders to join our community and help us in fulfilling our mission of educating gifted students in an intellectually engaging environment. The Roeper School is currently recruiting for a full-time, in person, **Lower School Director** to continue our legacy in the upcoming 2021-2022 academic year. The year-round position begins July 1, 2021.

The School seeks a confident, energetic leader who will enthusiastically embrace and advance the School's philosophy, lead an intellectual and thoughtful faculty, joyfully interact with students, and support an involved parent body. The successful candidate must demonstrate a strong understanding and appreciation of gifted children, their capabilities, thoughtfulness, intensities and humor.

The Lower School Director at The Roeper School is a position for a committed and experienced early childhood or lower school professional of boundless energy who has great passion for leading a child-centered academic program and who will inspire others, and facilitate the continued cultivation of a progressive, positive, and collaborative academic program.

Key Responsibilities:

Mission

- Implement divisional goals for a PreK-5 program consistent with The Roeper School Mission: "Educating and inspiring gifted students to think as individuals and to engage as a community with compassion for each other and this world."
- Serve as the educational leader for the Lower School and oversee the day-to-day operations and activities of the Lower School.
- Model best practices in early childhood and elementary school education, and be passionate about working with gifted children, their parents and the educators who help them learn and grow.
- Ensure the School's history, mission, and philosophy are visible in the program of study
- Embrace and implement a multicultural and culturally relevant curriculum, in accordance with Roeper's commitment to diversity, equity, inclusion, and justice
- Lead a collegial approach consistent with Roeper School's "collaborative culture" characterized by diversity and teamwork

- Maintain and further develop a lower school program which is highly individualized, allows for differentiation, and is focused on meeting the social and emotional needs of the whole child
- Provide daily support and leadership in the Lower School, including partnering with the school counselor to support the social and emotional needs of students

Administrative

- Oversee and evaluate the development, implementation and effectiveness of the curriculum and academic programs
- Lead in the implementation and utilization of instructional and assessment methods, and when appropriate, the integration of technology to ensure the effective delivery of our learning program in-person and/or online
- Oversee communication of student progress to parents
- Provide evidence of student learning and growth through documentation and making curriculum explicit and transparent
- Provide faculty and staff with professional growth through coaching, guidance, and assistance
- Conduct written Periodic Review for faculty and staff
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of Lower School faculty and staff

Leadership

- Serve as a resource for parents seeking guidance on child development, curriculum, and programs
- Maintain an active, positive, and visible presence on campus, at school events, and in the larger community
- Communicate with the community through formal and informal conversations, presentations, newsletters, and other communication tools
- Organize and lead division and/or committee meetings
- Collaborate with the Director of Enrollment Management on recruitment, retention, and transition of students
- Collaborate with the Associate Head for Finance to develop and maintain fiscal responsibility in use of the division's budget
- Collaborate with the School's administrative team on school wide initiatives
- Model and encourage effective use of conflict resolution skills with colleagues, parents, and students

Credentials and Preferred Skills:

- Strategic leader with demonstrated success in building productive relationships, consensus, assessing program, and achieving goals
- Thoughtful, intelligent, articulate communicator
- Detailed and organized leader with calming, confidence-inspiring leadership presence

- High level of ethics and integrity
- Excellent administrative, curricular, and instructional skills
- Experience educating elementary school students
- Experience in school administration
- Knowledge/experience working with gifted learners
- Ability to work independently or collaboratively to contribute and reach objectives

Education and Experience:

A Bachelor’s Degree with major course work in Education, Educational Administration, Educational Leadership or other relevant field is required. A Master’s Degree is preferred. Preference will be given to candidates with a minimum of three to five years of education administration/leadership experience.

Application:

Interested candidates should submit a cover letter, resume, candidate inquiry answers and list of three professional references to

emily.wine@roeper.org
Emily Wine
Assistant to Head of School

Candidate Inquiry:

1. What is your statement of educational philosophy?
2. Describe how your previous work experience and education have prepared you for this position.
3. Describe your professional experience working in a leadership role in a collaborative educational environment.
4. What is your desired salary for the position for which you are applying?

About Roeper

The School seeks faculty and staff who are outstanding educators, teachers, and professionals. They are individuals who lead in the classroom and guide our students with respect for the mission and philosophy of the School.

As a non-profit independent school, Roeper offers competitive salary and benefits. The School’s benefits program includes paid time off, medical, dental, vision, disability, life and accidental death and dismemberment insurance; flexible spending account for medical expenses and dependent care; 403(b) Savings and Match Plan and professional development funding.

For more information about The Roeper School, visit our Website: www.roeper.org No phone calls please. The Roeper School is deeply committed to diversity and is an equal opportunity employer.