

<b>Job Title:</b> Director of the Lower School
<b>Position Type:</b> Full-Time
<b>Reports to:</b> Head of School



## MISSION

*The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21<sup>st</sup> century—and accessible to students regardless of economic circumstance.*

## RESPONSIBILITIES

- Collaborate with the Head of School in implementing the mission of the Epiphany School of Global Studies on the Henderson Campus.
- Serve as a professional resource to K-5 faculty and staff in all areas (curricular, academic, student success, communication, etc.).
- Selection and promotion of curriculum that is globally focused.
- Assess the development, implementation, and evaluation of a comprehensive curriculum program.
- Assure the supervision and support of all staff.
- Prepare and manage the Lower School budget and work alongside the Director of Finance to assure financial guidelines are met.
- Recruit, interview, and recommend for hire all K – 5 faculty and staff.
- Responsible for the oversight of the Spanish Immersion program (stay in communication with *Participate* about progress, test data, and teacher performance/visas)
- Place yearly orders of supplies and curriculum materials.
- Ensure safety and security of the campus to include procedures and emergency drills.
- Oversee use and maintenance of facilities.
- Serve as a co-chair on the Admissions Committee and work closely alongside the Director of Admissions.
- Collaborate with the Director of Advancement to assist with the promotion and support of the Epiphany School of Global Studies in our community and beyond.
- Coordinate the planning and implementation of field trips, including transportation.
- Order, administer, and evaluate data regarding student performance and progress on annual comprehensive achievement test.
- Prepare the K – 5 master schedule.
- Participate in school events (Open Houses, Student Orientation, Sneak Peek, etc.).
- Oversee the volunteer program and its participants for the Henderson Campus.
- Facilitation and participation of meetings.
- Establish and maintain communication with all stakeholders (weekly newsletter, weekly memo, e-mail, phone calls, etc.).
- Oversee the facilitation of co-curricular activities (clubs, math night, book fair, etc.).
- Maintain a standard of student conduct consistent with the school's honor code.
- Responsible for maintenance of confidential records and student cumulative folders.
- Responsible for maintenance of confidential faculty and staff records.
- Serve as the Henderson Campus liaison with the Parent/Teacher Organization (PTO).
- Coordinate and over-see an after school program.

- Select, schedule, and market an annual Summer Camp program for Henderson campus.
- Promote and sustain a healthy and positive school culture and climate, which facilitates collaboration between students, parents, and teachers.

### **EDUCATION AND EXPERIENCE**

- Required: bachelor's degree or higher from an accredited institution.
- Preferred: master's degree or higher from an accredited institution.
- Possesses relevant teaching experience.
- Maintains and improves own professional knowledge and skills
- Meets staff development guidelines as set forth by the school.
- Demonstrates knowledge instructional strategies, and curriculum differentiation.

### **SKILLS NEEDED**

- Able to communicate effectively both orally and verbally.
- Able to work well with others in the school community.
- Able to handle multiple tasks simultaneously.
- Able to pace and differentiate instruction.
- Able to motivate and engage students in the learning process.
- Able to organize and relate information in an understandable format.
- Able to use job appropriate technology.
- Able to think and plan critically.
- Able to perform basic math, including calculations using fractions and percentages.
- Able to maintain composure and avoid displays of anger.
- Able to be flexible with changes in schedules.
- Able to be self-motivated and display a high energy level.
- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner.

### **PHYSICAL REQUIREMENTS**

- Required to teach a minimum of 6 hours/day.
- Required to work in standard classroom and school conditions.
- Required to maintain professionalism in dress and hygiene.
- Required to manage high to moderate levels of stress.
- Required to work some nights and weekends.
- Required to sit, stand, bend, stoop, reach, grab, pull, carry objects of 25 pounds, hear, see, and speak on a daily basis.
- Required to work under limited supervision.
- Required to perform other related duties, as assigned, to ensure the efficient and effective functioning of the school.