



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Head of Lower School**

St. Anne School, a private independent Catholic school in Laguna Niguel, is seeking a head of Lower School to join our community. The head of the Lower School is the educational leader of the division and charged with the implementation of Kindergarten through grade 5 curriculum and instruction under the direction of the head of school. The head of Lower School effectively leads the faculty, students, and parents through the Lower School experience. The head of Lower School understands and implements the mission and values of the school, as well as school-wide learning expectations.

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the administration and the Board of Directors.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the parent/student handbook and employee handbook.
- Attends faculty and administrative meetings, as needed.

#### **DUTIES:**

##### Teacher and student support

- Serve as the Kindergarten through grade 5 administrator for issues pertaining to student discipline and parental concerns.
- Facilitate scheduling of Lower School specialist classes.
- Along with the head of Middle School, supports Kindergarten through grade 8 faculty in the review and evaluation of the academic programs and in the implementation of new curriculum and technology.
- Attend weekly PLC meetings, coordinating meeting agendas in cooperation with grade level team leaders.
- Observe, supervise, and evaluate all Lower School personnel.

##### Curriculum

- Analyze, organize, and coordinate current and future K-5 curriculum for the school, ensuring appropriate innovation and best practices.
- Attend off-site training to gain and share best practices and curriculum offerings.
- Analyze the curricular efficacy of K-5 field trips and field studies experiences.

##### Professional Development

- Facilitate in providing professional development opportunities to Lower School personnel in keeping with curricular/pedagogy needs.

- Work with the academic leadership team to coordinate and plan staff in-service experiences (on and off campus).
- Manage the K-5 professional development budget applicable to faculty, including title funds granted through Capistrano Unified School District.
- Coordinate, supervise, and provide support for the BTSA credentialing program and K-8 catechetical certification.

Other Duties

- Coordinate the grade 4 through 6 National Elementary Honor Society program.
- Coordinate and supervise K-5 After School Programs (ASP).
- Coordinate STAR (after school homework help) program.
- Assist in the admission process of evaluating applicants for enrollment.

**QUALIFICATIONS:**

- At least three years of instructional/curriculum/administrative leadership experience, preferably in a private, Catholic setting.
- At least five years teaching experience, preferably at the elementary level.
- Strong experience with technology integration and innovation.
- A master’s degree in an area of education, preferably curriculum and instruction.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Twelve-month, exempt salaried employee, Schedule A

**Reports to:** Head of School

This is a full time, salaried exempt position. Salary range is commensurate with experience and education. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).