

Lower School Head

Sacramento Country Day School, the leading independent school in Sacramento and throughout the region, seeks an experienced and enthusiastic educator to lead the Lower School starting on July 1, 2020. Country Day serves over 500 students in pre-kindergarten through twelfth grade, while the Lower School serves roughly 240 students in pre-kindergarten through 5th grade. The next Lower School Head inherits a supportive and successful program that is poised to embark on a new and exciting stage of growth and advancement. Lower School students are inspired and supported by 28 faculty and staff members, who are all focused on the academic, emotional, and social growth of their students. Country Day “inspires intellectual discovery and engages a diverse community to think critically, live creatively, and act compassionately.”

Located in the capital of California, and roughly equidistant between San Francisco and Lake Tahoe, Sacramento is often cited as one of the country’s most diverse and inclusive cities. Country Day proudly reflects our city; nearly 40% of our student body identify as people of color.

Country Day embraces the ideals of a liberal arts education. We encourage our students to develop the full range of their capabilities - intellectual, physical, creative, social, and moral, and we cultivate in them the habits and skills that will enable them to lead fulfilling lives. Our teachers are active in the school community, serving as advisors, trip chaperones, and coaches. The ideal candidate will add strength to a wide range of programs and embrace a diverse and powerful learning community.

Position Summary

This is a full-time, 12-month position that reports to the Head of School. The Lower School Head oversees all aspects of the division from vision to specific details. The Lower School Head is responsible for providing support and guidance for our faculty and staff, as well as parents and families, in an environment that values education as a partnership.

The successful candidate will have Lower School teaching and administrative experience, preferably at an independent school or similar institution. Successful candidates will demonstrate outstanding communication skills, strong partnerships with parents and families, and they will approach their work with energy, humor, and a positive outlook. Interest in and/or experience with service learning and social-emotional wellness are a definite plus. This is a great opportunity for someone seeking a new leadership opportunity in a dynamic and supportive environment.

Responsibilities

The Lower School Head will:

- Maintain congruency between the school's board-approved mission statement and all activities of the division.
- Act as the educational leader of the school division, responsible for its day-to-day operation.
- Work with other members of the school's Administrative Group to develop, organize, and coordinate the Lower School's programs, events, and activities.
- Be a visible presence in all areas of the Lower School.
- Foster communication among faculty, parents, and students of the Lower School.
- Oversee student disciplinary issues.
- Supervise the Lower School budget.
- Be responsible for recruitment, hiring, development, and professional growth of the Lower School faculty and staff.
- Serve as liaison between the Parents' Association and the Lower School.
- Conduct regular Lower School faculty meetings, researching and suggesting items for the agenda.
- Develop, review, and edit the Lower School Curriculum Guide and Handbook.
- Serve as a member of the Administrative Team, Division Heads Team and one other committee reflective of interest and expertise.
- Assist in the admission process and evaluation of applicants for enrollment.
- Prepare and/or oversee a master class schedule and to assign teachers and students to classes and other obligations.

Qualifications

Successful candidates must possess a Bachelor's degree (Master's degree preferred), a clear commitment to independent school education, strong communication skills both written and spoken, demonstrated interpersonal, organizational and managerial

skills, high energy, flexibility, warmth with students, a sense of humor, and a desire to join a collaborative team. Responsive Classroom Training a plus.

To Apply

Salary and benefits are competitive with other independent schools. Please send a cover letter, statement of educational philosophy, and a current resume with 3-5 references to Lee Thomsen, Head of School, at vadelsheim@saccds.org.