



ST. ELIZABETH'S SCHOOL

OVERVIEW

[St. Elizabeth's School](#) seeks a full-time Lower School Head for the 2023–2024 school year.

St. Elizabeth's School is a K–8 Episcopal school in Denver committed to the principles of equity, belonging, and excellence, and to the belief that a family's current financial circumstances should not dictate a child's future. A sliding-scale tuition model, dedicated and dynamic faculty and staff, and a supportive community make this an exciting opportunity for the incoming Lower School Head for the 2023-2024 school year. People of color and members of other underrepresented groups are strongly encouraged to apply. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

LOWER SCHOOL HEAD [FULL-TIME]

Job Summary

The Lower School Head serves on the school's leadership team, helps to create a strategic vision for the division, and oversees the day-to-day program and operations for approximately 60 students and 12 faculty and staff. The Lower School Head reports to the Head of School and works collaboratively with the Director of Admissions, the Director of Equity and Belonging, the Director of Learning Support, the School Counselor, the School Chaplain, and the Lower School Team to support division-wide curricular and co-curricular programming and to create robust learning environment and deep sense of belonging. The Lower School Head supervises and evaluates all instructional personnel in the division, oversees the direction of student life, and works closely with the Head of School on faculty and staff hiring. This is a full-time position.

Reports to: Head of School

Essential Duties and Responsibilities

Mission, Vision, and Leadership

- Carries out the school mission and vision. Serves as the educational leader of the lower school division and is responsible for its day-to-day operation. Helps to formulate a vision for the lower school that is reflective of St. Elizabeth's values and unabashedly bold in its aspirations for our students, their full potential, and the world they are growing up in. Functions as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed and consistent with their individual roles.

People

- Fosters a collaborative, professional, and fun working and learning environment. Mentors, supports, and evaluates lower school faculty, as designated by the evaluation rotation. Helps to connect faculty with professional development opportunities and fosters their growth. Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures. Organizes monthly division meetings and facilitates weekly team meetings. Helps to coordinate in-house coverage when needed.

Program

- Oversees the development and alignment of curricular and co-curricular programs for the division including Responsive Classroom, assemblies, Lower School orientation, service, trips, and

continuation ceremony. In conjunction with Middle School Head, oversees school-wide curriculum mapping training and execution. Collaborates with Middle School Head to lead faculty workshops on instructional best practices, communication, and student learning. Prepares the master schedule as well as class schedules for the division; reviews placement of children within the division; coordinates lunch and recess duties. Trains teachers on the report card process and reviews and edits report cards.

Administration

- Maintains the budget for the division. Assists the Head of School with hiring faculty. Meets weekly as a member of the Administrative team and with the Head and Middle School Head, and individually with the Head bi-weekly. Assists in the admission process for the testing, interviewing, and evaluating of applicants for enrollment. Serves as school leader when the Head of School is off campus. Performs other duties as assigned by the Head of School.

Qualification Requirements

- Bachelor's degree required, Master's degree in education or equivalent field preferred
- 7-8 years' experience as a lower school teacher
- 3-5 years' experience as a Lower School Head, preferably in independent schools
- A track record of professional and personal development in equity, belonging, inclusion, and justice
- Proven success at working collaboratively with families, faculty, and students
- A solid understanding of the developmental and curricular needs of lower school students
- Experience implementing positive behavior systems and/or restorative justice frameworks
- Proven success coaching teachers
- Exceptional written and oral communication skills and organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Technologically savvy

The successful candidate will demonstrate:

- Perseverance
- Resourcefulness
- Critical thinking and creativity
- Collaboration
- Self-awareness
- Ability to listen well and seek understanding
- Desire to actively participate in social justice work
- Strong organizational skills
- Ability to communicate clearly and effectively, verbally and in writing
- Sense of humor

Salary Range

80,000-105,000K

Benefits

Eligible employees at St. Elizabeth's School are offered a wide range of benefits, including:

403(b) Retirement Savings Plan	Life Insurance	Vacation Leave
Health, Dental, and Vision Insurance	Holidays	Direct Deposit
Health Savings Account (HSA)	Sick/Personal Leave	Jury Duty Pay
Long-Term Disability Insurance	Sick Leave Bank	Professional Development
Short-Term Disability Insurance	Administrative Leave	Computer Purchase Program
	Bereavement Leave	Free Aftercare

How to Apply:

To apply, please provide the following **by January 3:**

1. Cover letter addressed to Adriana Murphy, Head of School
2. Statement of Educational Philosophy
3. Resume
4. List of four references with contact information

Email the above to: Amurphy@sesden.org

Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.