



Interim Primary School Division Head

Type: Full-Time Administrator (12-month; reports to the Head of School)

Application Deadline: May 1, 2024

Start Date: July 1, 2024

Evansville Day School (Day School), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. Day School was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40-acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty hold much more than a job. Educators enjoy being part of an intellectual, vibrant, and supportive learning community with myriad ways to engage students, families, and colleagues. The entire community is deeply involved in the life of Day School.

Job Summary: The Primary School Division Head reports to the Head of School. As a member of the Senior Administration Team, they work to advance Day School's mission and help set the direction for Day School's philosophy, long-term planning, and strategic initiatives. They supervise all aspects of school life involving students, families, and faculty in the Primary School (Junior Pre-Kindergarten through Grade 4). With the Head of School, Assistant Head of School, and other Division Heads, they are responsible for faculty hiring, onboarding, development, and retention, and curriculum development and implementation. This position requires work with the Advancement and Admissions Departments, and after-hours work is necessary.

Essential Duties and Responsibilities:

Administrative Leadership

- Ensure that all aspects of the Primary School are mission-aligned, integrated, and intentional.
- Oversee the day-to-day operations of the Primary School.
- Maintain the educational standards established by the state and by agencies that examine and accredit the school.
- Maintain the budget for the division in accordance with the Director of Finance.
- Contribute meaningfully to the Senior Administration Team.
- Contribute meaningfully to the efforts of the Admissions Department.
- Collaborate with Marketing and Advancement Departments on Primary School and schoolwide activities and events.
- Work with the Senior Administration Team to maintain, develop, and communicate a comprehensive calendar of events.

Faculty Leadership

- Collaborate with the Head of School, Assistant Head of School, and other Division Heads on hiring and onboarding new faculty, evaluating faculty, and planning professional development.
- Support and supervise the Primary School faculty and staff and foster a culture of professionalism, by building positive relationships across the division and cultivating respect, belonging, engagement, and accountability.
- In consultation with the Head of School, Assistant Head of School, and Director of Human Resources, develop and oversee faculty or staff performance improvement plans.
- Provide regular feedback, both informal and formal, to Primary School faculty and staff.
- Conduct regular meetings with division faculty and staff, addressing both operations and strategic initiatives.
- Be a visible presence in all areas of Day School.

Instructional and Curricular Leadership

- Articulate the division's programs and expectations to all constituents.
- Set and enforce rigorous standards for student achievement and growth that are in line with Day School's mission.
- Aid teachers in classroom management, pedagogical methods, and school procedures to create a positive learning environment and supportive school climate.
- Continually monitor instructional methodologies in order to help teachers improve their teaching practices.
- Continually monitor academic rigor and balance to ensure age-appropriate levels of homework and assessments.
- Collaborate with the Programming Team and Primary School faculty to ensure academic program meets or exceeds student outcome goals.
- Collaborate with the Programming Team and Primary School faculty to ensure vertical and horizontal alignment of academic program.
- Collaborate with the Programming Team and Primary School faculty to facilitate curriculum design, implementation, and review.
- Collaborate with the Programming Team, Primary School faculty, and Center for Academic Success staff to ensure instructional practices are inclusive.
- Ensure faculty compliance with student support plans.
- Provide instruction to Primary School students for up to five, 45-minute blocks per week.
- Actively follow and communicate to various constituencies advances in pedagogy, curriculum, and education.

Student and Family Leadership

- Act as a liaison among students, families, faculty, and staff of the Primary School.
- Foster a student-centered school climate that promotes respect and appreciation for all.

- Work with the Head of School, Assistant Head of School, Director of Athletics & Student Life, Division Heads, Primary School faculty and staff, Youth First Social Worker, and Director of Center for Academic Success on student life, student supports, and student programming.
- Actively monitor and address the educational, physical, social, and psychological needs of students.
- Oversee and direct the sponsors of student organizations and activities.
- Govern student accountability procedures and maintain all appropriate records.
- Make recommendations to the Head of School regarding a change in student status.
- Maintain complete academic records on all students.
- Manage assessments, grading practices, and grade reporting.
- Using multiple modes of measurement, create benchmarks for students, and track progress towards those goals.
- With the Head of School, Assistant Head of School, and the Division Heads, establish guidelines for proper student conduct and attire.
- Maintain accurate records of student attendance and citizenship.
- Work with the Head of Middle School and Middle School faculty to ensure a smooth transition of students between divisions.

Other duties may be assigned by the Head of School and/or the Assistant Head of School.

Skills and Qualifications:

- Bachelor’s degree; Master’s degree, preferred
- Successful experience in teaching and school leadership
- Demonstrated ability to inspire students, families, faculty, and staff
- Exceptional written and oral skills
- Able to manage budgets and financial resources
- Committed to collaboration and innovation
- Demonstrated success as a confident and creative problem solver
- Committed to creating an inclusive learning environment for all students
- Committed to inclusive instructional and assessment practices
- Passionate about student-centered instruction
- Able to integrate technology into teaching and learning
- Knowledgeable about the developmental and curricular needs of preschool through elementary ages
- Expertise in the Science of Reading preferred

Background: All employees and volunteers agree to submit to a comprehensive background check.

Application: To apply, send a cover letter, resume, one- to two-page statement of educational philosophy, and five professional references to Holly Ziemer, Assistant Head of School, at hziemer@evansvilledayschool.org. Please include “Interim Primary School Division Head” in the subject line.

