



Position Profile

POSITION TITLE: Assistant Head of Lower School
DATE MODIFIED: January 2025
FLSA CLASSIFICATION: Exempt; 12-month
REPORTS TO: Academic Dean and Lower School Division Head

POSITION OBJECTIVE: Lead and manage the Primary and Lower School divisions with an emphasis on faculty and daily operations support.

Qualifications and Skills

- Bachelor's degree in education or related field; Master's degree preferred
- Experience working with various age/grade levels
- Five years of full-time, K-12 teaching experience
- Expertise in elementary curriculum and instruction

Personal Characteristics:

- Personal integrity and strong character
- Adaptable, persistent, and proactive
- Sets and manages high standards for self and others
- Excellent written and verbal communication skills
- Approachable, accessible, and visible

Essential Functions:

General Responsibilities

- Model the mission and values of Hancock Day School.
- Develop and cultivate a developmentally responsive learning environment for divisional students.
- Serve as a resource to parents and guardians. Communicate with families on issues related to the school policy and programs.
- Collaborate with the leadership team to develop, implement, and manage divisional priorities aligned with institutional goals.
- Weekend and evening events/functions required.

Curriculum & Instruction

- Manage the division's academic program.
- Support and evaluate faculty.
- Research and recommend curricular products and resources that advance the school's mission and support the academic program.
- Promote faculty professional growth, conduct regular classroom observations, and provide formal faculty evaluations annually.
- Recommend professional development opportunities that advance divisional priorities.

Administrative

- Manage the division's daily operations, including staff attendance, student attendance, and safety.
- Collaborate with division heads and head of school on emergency procedures.
- Gain fluency with SIS/LMS software and serve as an SIS/LMS resource for faculty and staff.
- Manage the division's "signature programs."
- Manage divisional discipline; ensure a safe and orderly learning environment.
- Play an active role in the admissions process for new students.
- Support at-risk students and implement action plans for student improvement in collaboration with the Instructional Support Team.
- Other duties and responsibilities as assigned by the head of school.

Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a co-educational, independent day school with Pre-Kindergarten – Grade 8 students. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.