



## Assistant Head of Lower School

The Assistant Head of Lower School is a full-time, 10 month administrative position who reports to the Head of Lower School. This role serves as a key administrator at the Lower Campus and as the Head of Lower School's primary thought partner in the design, implementation, and continuous improvement of the Lower School program. This role provides strategic leadership for curriculum, pedagogy, assessment, and the integration of social-emotional learning, ensuring a coherent, developmentally responsive, and mission-aligned experience for all Lower School students.

The Assistant Head of Lower School brings classroom expertise, intellectual curiosity, organization, and a collaborative leadership style to the work of advancing teaching and learning.

### Core Responsibilities

- Support the Head of LS in the ongoing evaluation, articulation, and refinement of the Lower School academic and social-emotional program and systems which support it (progress reports, assessments, field trips, lunch program, etc).
- Partner with the Head of Lower School on faculty growth processes
- Work in close collaboration with learning support teachers
- Serve as a key liaison between the Lower School and other divisions or departments as needed
- Support the Head of Lower School with the progress reporting process by proof reading, editing, and collaborating with teachers to achieve the final drafts
- Supervise and manage the Director of After School and support the program as needed
- Support classroom substitute teacher list and coverage and provide coverage in classrooms when needed
- Fulfill supervision duty as assigned by the Head of Lower School
- Support and organize LS events such as orientation, parent coffees, Back to School Night, weekly morning circles, field trips, parent receptions, etc
- Help manage LS Receptionist with all duties including; LS lunch program communication, sign ups, and billing, LS dismissal lists

### Key Qualifications

- A committed elementary educator with a demonstrated background of responsive, student-centered education

- Minimum of 5-7 years of lead classroom teaching experience in elementary education
- Demonstrated experience administering and utilizing student assessment tools
- Strong understanding of child development and contemporary learning science
- Master's degree in Education, Education Leadership or 3+ years of administrative experience strongly preferred
- Commitment to ongoing professional development and flexible collegial support

**Please send resume and application materials to [employment@indianmountain.org](mailto:employment@indianmountain.org). Candidates whose qualifications and experience align with the school's needs will be contacted.**

*Indian Mountain School seeks faculty and staff members who are eager to participate in an inclusive, respectful, and diverse school community. Candidates from diverse backgrounds are encouraged to apply.*

*Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school-administered programs.*