



Primary School Assistant Division Head

Type: Part-time Administrator: 10-month, approximately 25 hours per week

Reports to: Head of Primary School

Posted: August 7, 2023

Application Deadline: Until filled

Start Date: As soon as August 21, 2023

Evansville Day School (EDS), 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. EDS 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 the opportunity to be part of an intellectual, interesting, and supportive learning community, with myriad ways to engage students, families, and colleagues, as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

Job Summary: The Primary School Assistant Division Head reports to the Primary School Division Head. The assistant division head is charged with the comprehensive understanding and responsibility of non-curricular development/activities involving students and faculty in the primary division to create a dynamic learning environment.

Responsibilities:

- The Assistant Head of Primary will work closely with the Primary Head to ensure that the division provides a high-quality learning experience for children, exceptional customer service to parents, and a supportive, collaborative work environment for staff.
- Work with the Head of Primary School to oversee the day-to-day operations of the division, including but not limited to, arrival and dismissal; scheduling and sectioning of students;

drafting special schedules for assemblies, trips, parent-conferences, back to school orientation, etc.; and onboarding of online student resource rosters

- Help arrange educational and informative speakers and presentations that enrich academic and wellness programs
- Assist with the Primary School events calendar, including classroom, grade level, divisional and family events, and field trips
- Assist in oversight of funding through EVSC, including budget requests and spending for Title II, III, and IV
- Manage classroom coverage issues including tracking colleague time off requests and absences, working with the business office ensuring all paperwork is complete and up to date, organizing internal staffing coverage as needed
- Manage implementation of all safety protocols in Primary School
- Oversee student discipline that requires authority beyond that of a classroom teacher or advisor, and, as appropriate, elevate critical situations to the Head of Primary School
- Serve as the acting Head of Primary School when the head is unavailable or absent.

Qualifications:

- Bachelor's degree in education
- 3-5 years' experience as a lead teacher
- Understanding of the developmental needs of students ages 3-12
- Proven success at working collaboratively in educational leadership
- Excellent leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Technologically savvy

Background:

- All employees and volunteers must agree to a comprehensive background check

Application:

- To apply, send a cover letter and resume to Holly Ziemer, Assistant Head of School, at hziemer@evansvilledayschool.org. Please include "Primary School Assistant Division Head" in the subject line.