



SOUTHERN TEACHERS
A G E N C Y

Head of Lower School
Charlotte Preparatory School
Charlotte, North Carolina

charlotteprep.org

Southern Teachers is assisting Charlotte Preparatory School as it seeks a Head of Lower School. The Head of Lower School is the senior administrative leader of the Lower School division, supporting the strategic plan of the school and overseeing the educational program, implementing all school policies, procedures, and practices, and maintaining a strong, positive school culture.

Reporting to the Head of School and serving on the senior leadership team, the Head of Lower School will create a well-rounded, comprehensive learning environment that respects and supports all aspects of the ideal development of the Lower School student; work in close collaboration with the heads of Early School and Middle School to facilitate strong connections between divisions, to create a cohesive, rational curricular scope and sequence, and to ensure smooth transitions for students moving between the divisions; and participate in the recruitment and retention of Lower School faculty and staff. The Head of Lower School will supervise and evaluate faculty in the implementation of the curriculum; interpret educational trends and methods of assessment of student performance in order to provide relevant educational programs for students and professional development of faculty; plan and oversee parent education programs for Lower School parents; coordinate with the school counselor to manage the school's counseling, character development, and leadership development programs; support at-risk students and develop action plans for their improvement; handle significant disciplinary actions; create and maintain the Lower School schedule for teachers and students; and communicate proactively and positively with various constituent stakeholder groups, including the successful management of parent concerns. He or she will also be responsible for budgeting and management of school resources.

The successful candidate will have a degree, preferably at the master's level, in a relevant field; several years of school administrative experience, preferably at the senior level; extensive experience working with lower school students; personal integrity and strong moral and ethical character; enthusiasm and the ability to motivate others; flexibility, adaptability, persistence, and initiative; strong communication, organization, and planning skills; and complete dedication to student success. He or she will also be approachable, accessible, visible, and a results-oriented team player with a positive outlook, good sense of humor, and strong work ethic.

Charlotte Preparatory School, established in 1971 as a Montessori preschool, enrolls 400 students from diverse backgrounds. Committed to the prekindergarten through grade eight model, the school's engaging curriculum stretches children's minds and teaches creative problem-solving skills. A nurturing faculty provides individual attention that builds confidence and cultivates curiosity. Charlotte Prep maintains a warm, inviting atmosphere and a commitment to the school's Pillars of Leadership: respect, integrity, perseverance, and courage.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2019.