



SOUTHERN TEACHERS
A G E N C Y

**Head of Lower School
Gaston Day School
Gastonia, North Carolina**

gastoday.org

Southern Teachers is assisting Gaston Day School as it seeks a Head of Lower School. Reporting to the Head of School, the Head of Lower School will have comprehensive responsibility for all activities involving students and faculty in the Lower School and for continued congruence between the school's mission and all activities of the Lower School division.

As the educational leader of the Lower School, the Head of Lower School will manage its day-to-day operations; review and evaluate academic programs and resources; direct and assign the responsibilities of teachers and, in conjunction with the business office, non-instructional staff; observe and evaluate the faculty in the development and implementation of curriculum; conduct regular meetings with faculty and provide opportunities for professional development; maintain complete academic records on all students and oversee the grading and reporting of standards and methods used by teachers in measuring student achievement; and articulate the Lower School's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed, consistent with their individual roles. He or she will assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment; manage a budget for Lower School academic needs; coordinate standardized testing in grades three and four; work closely with the Director of Learning Academy to ensure that student needs, as well as program structure, comply with NAIS best practices and applicable laws; manage appropriate staff to organize and run the Summer Adventure program; ensure compliance with legal requirements of government regulations and agencies; and maintain compliance with the educational standards established by the State of North Carolina and the school's accrediting agencies.

The ideal candidate will have a master's degree in education, administration, or another related field and at least seven years' experience in elementary education or independent schools; patience; a nurturing personality; and the sense of humor to effectively influence and engage students of this endearing age group. He or she will appreciate and enjoy children; be enthusiastic about partnering with their families in students' academic and character development; communicate and interact effectively with all school constituencies; and contribute generously to the life of the school community. In addition, he or she will be organized, self-motivated, punctual, collegial, innovative, creative, and professionally growth-minded.

Founded in 1967, Gaston Day School is a nonsectarian, college-preparatory school for students in grades preschool through twelve, with approximately 500 students and 65 full and part-time faculty and staff. Gaston Day seeks to hire administrators, teachers, and staff committed to a school environment that challenges students academically, honors excellence in teaching and learning, respects differences, and expects honesty.

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.