



SOUTHERN TEACHERS  
A G E N C Y

**Assistant Head of Lower School  
Charlotte Latin School  
Charlotte, North Carolina**

[charlottelatin.org](http://charlottelatin.org)

**Southern Teachers** is assisting Charlotte Latin School as it seeks an Assistant Head of Lower School to work closely with and support the Lower School Head in all aspects of the operation of the Lower School.

The Assistant Head of Lower School will participate in classroom observations, attend grade level team meetings, and support the division's teachers, especially in the areas of classroom management, best practices, and professional growth. He or she will be responsible for managing orientation events and field trips, securing substitute teachers, overseeing safety, security, and maintenance of the Lower School building, and serving as liaison with internal departments to advance the needs of the Lower School. This person will assume responsibility for administrative tasks, such as creating class lists, scheduling testing, and updating the handbook. The Assistant Head will serve as a contributing member of the Lower School Leadership Team, Lower School Leads with Honor, Admissions Selection Committee, and the Crisis Response Committee. He or she will also supervise the Directors of Extended Day and The Nest, the school's onsite child care and enrichment program.

The ideal candidate will have an advanced degree in a relevant field, experience in various academic disciplines at multiple grade levels in a lower school, or a combination of equivalent experience, education, and training. He or she will be a master teacher who demonstrates knowledge of inclusive teaching practices and multi-cultural educational experiences, values both traditional and progressive instructional methods, and works effectively with families, faculty, and staff to accomplish goals and objectives. This person will have strong organizational and interpersonal skills and the ability to communicate effectively with all constituents both verbally and in writing. He or she will be collaborative, compassionate and respectful, patient and relational, and intuitive and genuine.

Founded in 1970, Charlotte Latin School is an independent, coeducational, non-sectarian, college-preparatory day school serving approximately 1400 students on a 128-acre campus. Charlotte Latin's mission is to encourage individual development and civility in its students by inspiring them to learn, by encouraging them to serve others, and by offering them many growth-promoting opportunities.

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.