



SOUTHERN TEACHERS
A G E N C Y

Lower School Grade Dean
Calvert School
Baltimore, MD

calvertschoolmd.org

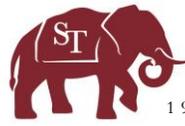
Southern Teachers is assisting Calvert School with its search for a Lower School Grade Dean who, under the direction of the Head of Lower School in this ten-month position, will work primarily with the kindergarten, pre-first grade, and first grade classes (children ages five through seven). The Dean will strive to create more effective and efficient systems for sharing information about students' academic and behavioral progress and to help improve cohesiveness in student support as well as faculty collaboration.

The Grade Dean monitors student academic success, seeks to know students' strengths and weaknesses and to respond promptly and with care to issues and concerns, establishes guidelines for conduct and dress, maintains discipline consonant with school policies, monitors adherence to rules, and manages the homework assignment calendar, consulting with teachers about major assignments, tests, and projects. He or she assists the LS Head in observing, supervising, and evaluating faculty; attends grade-level team meetings; and oversees agendas collaboratively with team leaders. The Grade Dean teaches classes in a learning environment that is motivating and age appropriate, sets clear expectations for classwork and homework, and maintains current books and instructional resources. He or she manages an effective system for monitoring student grades and records, meets reporting deadlines and requirements and follows school-wide procedures for reporting grades, communicates Calvert Folder Paper expectations to faculty and reviews Folder Papers periodically, edits Progress Reports and helps manage student reports and evaluations, and maintains substitute plans and engages substitutes in advance when needed.

Candidates must hold bachelor's degrees in early childhood education and have at least five years of related experience. Candidates with advanced degrees and experience teaching children age five to seven, particularly in an independent school, are preferred. The Grade Dean must have excellent interpersonal skills, the vision to help guide the school's development, the ability to work independently in dealing with the diverse elements of the academic environment, and the ability to maintain absolute confidentiality and professionalism.

Calvert School has been providing excellence in education in the Baltimore area since 1897. Through its time-tested teaching methods, Calvert School is dedicated to educating girls and boys—currently 602 students in kindergarten through eighth grade—using a rigorous curriculum designed to challenge and excite. Particular emphasis is on mastering essential skills, inspiring a lifelong love of learning, and instilling enthusiasm, responsibility, and self-discipline. Students greet the Head Master with a strong handshake each morning, compile their best work in portfolios, and engage in wide-ranging activities and that help them learn the Calvert Way. The school is located in Tuscany-Canterbury, a residential neighborhood in Baltimore City, just north of Johns Hopkins University and south of Loyola University Maryland, accessible from Charles Street and I-83.

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 mid-August 2017.



EST. 1902

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