

POWHATAN SCHOOL

49 POWHATAN LANE

BOYCE, VA 22620

(540) 837-1009 ♦ (540) 837-5061 Fax

“We learn not for school, but for life.”

LOWER SCHOOL DIRECTOR

Powhatan School is a Pre-K - 8 independent co-ed day school located in Boyce, Virginia at the northern end of the Shenandoah Valley. Our student body draws from a broad geographical area consisting of three states and seven school districts. Our families come from Virginia (Clarke County, Fauquier County, Frederick County, Loudoun County, Warren County and Winchester City), Maryland, and West Virginia

Powhatan’s educational philosophy views elementary and middle school as important steps in a lifelong learning process that is to be cherished in and of itself. The school offers opportunities for intellectual enrichment, project based learning, and personal growth through study that crosses the academic disciplines of literature based reading programs, hands-on math and science curriculums, and instruction in music, art, drama, athletics, computer technology and public speaking.

Powhatan School believes that successful education creates lifelong learners who use their knowledge, creativity, and skills to be confident students in an ever-changing world. *We learn not for school but for life* is our guiding principle. The Lower School Director has the following responsibilities:

- To maintain congruency between the school’s board-approved mission statement and all activities of that division.
- To act as the educational leader of the school division, responsible for its day-to-day operation.
- To function as the chief articulator of that division’s programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed.
- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum
- To supervise the teaching process, help teachers set yearly goals, and review and evaluate the academic programs.
- To provide an environment in which learning can take place; a school climate which is supportive and which reflects high morale.
- To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs.
- To make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- To assist with planning the orientation of new teachers and professional growth of all teachers.
- To evaluate classroom teachers, ensuring that teachers are familiar with and adhere to school policies in all areas of the school operation.
- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- To assist in the planning and the presentation of school assemblies and programs
- To provide for the academic guidance of students by helping to maintain complete academic records on all students

- To oversee the grading and the reporting of student progress and coordinate, evaluate, and proof read report cards and follow-up conference reports.
- To be responsible for establishing guidelines for proper student conduct and dress and maintain student discipline by monitoring students' adherence to established school rules.
- To be a visible presence in all areas of the school by working toward a resolution of all problems – both routine and unique – as they arise and keep the head of school informed of the general programs, activities, and problems of the school.
- To prepare, in coordination with Middle School Director, a master school class schedule and to assign teachers and students to classes and other obligations.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To assist in the admission process for the testing, interviewing, and evaluation of applicants for enrollment.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.

QUALIFICATIONS:

- Master's Degree
- 5-10 years teaching experience (lower school) and/or administrative experience preferred

Powhatan does not discriminate on the basis of race, gender, color, national and ethnic origin in its hiring practices and in the administration of its educational policies.

Member of NAIS and VAIS

Please send resume/cover letter to:

Allison Jewell
Head's Assistant
Powhatan School
49 Powhatan Lane
Boyce, VA 22620
allisonjewell@powhatanschool.org