



St. Johns Country Day School, Orange Park, FL

# Head of Lower School

2018-2019 School Year



## The School

Located just off the St. Johns River in Orange Park, Florida, St. Johns Country Day School is an independent, private day school serving students from age 3 through Grade 12. Our students are motivated to meet the high expectations of our college-prep curriculum and then sail over them, making St. Johns one of the top private schools in the Jacksonville area.

St. Johns Spartans are students who are looking for a challenge, who want to do everything and become anything. Spartans participate — and distinguish themselves— in our amazing array of opportunities, becoming well-rounded students, athletes, artists, and individuals. Spartans know, understand, respect, and care for each other— one of the many benefits of being a small school as big as life.

St. Johns enrolls students in three divisions: Lower School—serving students from age 3 through Grade 5, Middle School, and Upper School. With about 650 students from all around Jacksonville and surrounding counties together on one campus, our “just-right” size helps create the right learning environment for students to discover themselves, become engaged and engaging citizens, and prepare for fulfilling and dynamic futures.

Our students truly are the reason our school stands out as one of the best independent schools in Northeast Florida.

### Mission Statement

*St. Johns Country Day School's mission is to provide a superior college preparatory program with a diverse curriculum that stresses academic accomplishment, artistic expression, and athletic participation in a supportive family atmosphere that fosters self-reliance and ethical responsibility.*



## The Position

The Head of Lower School is a senior administrator reporting to the Headmaster while collaborating closely with the Head of Middle School and Head of Upper School. The position is 12-months and starts on July 1, 2018.

This position is charged with the responsibility for all activities involving students and faculty in the Lower School and works to create an environment that nurtures the healthy development of students, fosters a collaborative approach with faculty, and advances school-wide initiatives in support of the school's mission.

Specific responsibilities include:

- Serving as the leader of the Lower School, responsible for its day-to-day operation.
- Leading the development of a culture of high student performance, satisfaction, and enthusiasm within the division.
- Working as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed, consistent with their individual roles.
- Being cognizant of the educational, physical, social, and psychological needs of the members of the division and developing plans for meeting these needs.
- Oversee and direct the activities of the various student organizations and activities within the division.
- In collaboration with the Admissions Office, work to promote the Lower School to new families and work to ease their transition into our community.
- Lead efforts to build a faculty that is predictable and supportive for St. Johns students and families.
- In partnership with the Headmaster, serve as the lead in the hiring and development of Lower School faculty members.



## A St. Johns Education

The drive to thrive is seen throughout St. Johns' superior college-prep, liberal arts curriculum. Our hard-working, goal-oriented students appreciate that we set the bar high, and they are motivated to meet each challenge and bring on the next. Faculty members, too, shatter high expectations, approaching teaching with enthusiasm and creativity, regularly helping students outside of class, encouraging their talents, and knowing them as individuals. Together teachers and students create a culture of respect and support, where a desire for success is nurtured from within.

The St. Johns academic program cultivates real learning, not rote memorization or busy work. Students go beyond mastering a body of knowledge in varied disciplines and learn what to do with that knowledge. They make connections across subjects and to the real world. And they develop the skills—critical thinking, writing, collaboration, and public speaking, to name a few—to become productive citizens in a world they will help shape.

### Students & Faculty

- Our rich, diverse curriculum and talented, caring faculty attract families from Orange Park, Clay County, and around the Jacksonville area.
- 650 students from age 3 through Grade 12 make up St. Johns' student body. About 250 of those are in Lower School.
- 26 faculty members in Lower School



## Desired Qualifications

St. Johns Country Day School seeks candidates who:

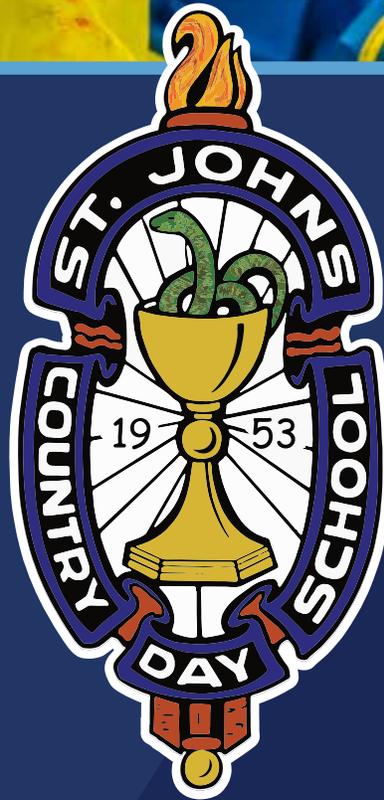
- Must have a Master's Degree or higher, preferably in elementary education or a related field.
- Have a thorough understanding of a college preparatory program.
- Have demonstrated experience and an understanding of Lower School students, families, and programs, as demonstrated through previous experience.
- Encourage, inspire, and appreciate faculty and staff members and set high standards.
- Understand and appreciate the transition between Lower School and Middle School in a Pre-K through Grade 12 school.
- Have demonstrated experience working collaboratively with the Headmaster, Division Heads, faculty, and staff to achieve common goals and promote student success.

### The Lower School

The Lower School at St. Johns Country Day School features experienced faculty—attuned to current research and best practices—who instill excitement for academic work in all disciplines. Classes in music, art, foreign language, library, movement, drama and physical education are taught by highly specialized faculty members in campus facilities that include studios, laboratories, outdoor classrooms, gymnasiums, and a performance stage.

Small classes coupled with the support and expertise of school-wide learning specialists enable differentiated classroom learning tailored to each child's skills, work habits, and learning style.

Emphasis on respect for each individual and an openness to multiple perspectives develop confidence in children, the skills to work cooperatively, and an understanding of the community.



## St. Johns Country Day School

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*Submit resume and cover letter to [hkennedy@sjcds.net](mailto:hkennedy@sjcds.net).*