



Good Hope Country Day School

"The Island is our Classroom, the World is our Responsibility."

JOB TITLE:

Lower School Dean

Contract Type: Full-year administrator

Reports To: Head of School

Direct Reports: Early Learning Center, Lower School, Librarian, After Care Supervisor

POSITION DESCRIPTION:

The Lower School Dean is responsible for teaching and learning in the Early Learning Center (Nursery, Pre-Kindergarten, Kindergarten) and the Lower School (1st through 6th grades). She/he is responsible for the day-to-day operation of the Lower Division, overseeing Nursery through 6th grade students, supervising and evaluating Nursery through 6th grade faculty, and maintaining communications with parents. She/he oversees faculty implementation of the GHCDs curriculum, student academic performance and socio-emotional wellbeing, Friday gatherings, and special programs. She/he is responsible for Lower Division budgets, collaborates with the faculty on issues related to student behavior and attendance, and ensures strong communications with parents and strong connections with community resources across St. Croix, the territory, and beyond.

The Lower School Dean plays an instrumental role on the Academic Committee and the Student Life Committee, GHCDs's two primary faculty committees. She/he collaborates with faculty and the island community to further the school's mission and values and implement the school's mantra, "The Island is our Classroom, the World is our Responsibility."

The start date is July 1, 2022

Full Time, Full Year Position

PRINCIPLES OF GOOD PRACTICE (per NAIS):

The Good Hope Country Day School Board of Trustees has adopted the National Association of Independent Schools' Principles of Good Practice for all areas of the school.

Principles relevant to the Lower School Dean include:

- [Educating for Global Citizenship and International Mindedness](#)
- [Environmental Sustainability](#)
- [Equity and Justice](#)
- [Hiring Process](#)
- [Parents Working with Schools/Schools Working with Parents](#)
- [Early Childhood Education](#)
- [Elementary School Educators](#)
- [Teachers and Supervisors of Teachers](#)
- [Teaching and Learning in the Digital Age](#)

The entire set of NAIS [Principles of Good Practice may be found here](#).

ESSENTIAL JOB FUNCTIONS:

1.0 Oversees Good Hope Country Day School's Lower Division (Early Learning Center, and Lower School.

- 1.1 Manages the day-to-day operations of the Early Learning Center and the Lower School.
- 1.2 Oversees Nursery through 6th grade students in all their capacities at school, including academic performance and socio-emotional wellness.
- 1.3 Works collaboratively with faculty and administration to ensure that the Early Learning Center and Lower School are healthy and vibrant places to learn and grow.
- 1.4 Fosters an environment conducive to learning and a supportive school climate reflecting high morale.
- 1.5 Manages budgets and financial resources for the Lower Division.
- 1.6 Supports the Advancement Office in fundraising for the Lower Division.
- 1.7 Is a visible presence on campus.

2.0 Supervises Early Learning Center and Lower School faculty.

- 2.1 Supervises and evaluates Early Learning Center and Lower School faculty.
- 2.2 Oversees the teaching process, working collaboratively with teachers individually and in groups to implement best practices in all their work.
- 2.3 Guides teachers in matters of classroom management, teaching methods, and general school procedures.
- 2.4 Ensures that personnel policies pertaining to the Early Learning Center and Lower School faculty are clearly articulated to teachers and makes every effort to apply personnel policies equitably and fairly.
- 2.5 Ensures that teachers are informed of both praise and criticism of their work and that useful support and assistance are available to each teacher to improve the quality of teaching.
- 2.6 Evaluates and works to improve teaching through classroom visits, discussions with teachers, and other methods that are fair and consistent, via an evaluation system based on clearly articulated criteria.

- 2.7 When a faculty member's future in the school is in question, devotes sufficient attention and resources to ensure that the situation is resolved or that the faculty member's departure from the school is handled with attention to due process and the dignity of the individual.
- 2.8 Leads faculty members in upholding high standards of professional behavior and responds immediately when behavior occurs that is harmful to children or harmful to the school community.

3.0 Oversees Early Learning Center and Lower School Professional Development

- 3.1 Together with the Dean of Academics and Technology, organizes in-service training, workshops, and other professional development activities for Early Learning Center and Lower School.
- 3.2 Conducts regular meetings with Early Learning Center and Lower School faculty.
- 3.3 Ensures that faculty members new to the school receive orientation and support.
- 3.4 On an equitable basis, makes professional development funds available to all Early Learning Center and Lower School teachers, as allocated by the GHCDs budget.
- 3.5 Provides structure, time, and resources for individual teachers to initiate curricular improvement and for faculty teams to collaborate on curriculum development.

4.0 Oversees Faculty Hiring for Early Learning Center and Lower School.

- 4.1 Oversees faculty hiring for the Early Learning Center and Lower School, consistent with GHCDs's Guidelines for Hiring New Employees.
- 4.2 Through the hiring process, appoints the best-qualified candidates and implements a well-informed match between school and teacher.
- 4.3 Throughout the hiring process, implements strategies for seeking candidates who will add to the racial, cultural, and gender diversity of the school.
- 4.4 Implements strategies to retain teachers in the Early Learning Center and Lower School.

5.0 Oversees the successful implementation of a high-quality Early Learning Center and Lower School curriculum.

- 5.1 Leads the development, implementation, and evaluation of the Early Learning Center and Lower School curriculum and academic programs, in collaboration with the Dean of Academics and Technology and the faculty.
- 5.2 Oversees teacher assessment methods for measuring student achievement.
- 5.3 Assists the Dean of Academics and Technology in the preparation of a master schedule and teacher and student class assignments.

6.0 Provides guidance to individual students to help them achieve academic and socio-emotional success at school.

- 6.1 Guides Nursery through 6th grade students in individual academic and socio-emotional matters.
- 6.2 Works with teachers and parents to identify students in need of academic and/or socio-emotional support.
- 6.3 Organizes faculty assistance, tutoring, counseling, health and other supports as required, in order to provide individual support for students in need.
- 6.4 Communicates with the parents and teachers of students in need, while adhering to FERPA confidentiality laws.

7.0 Manages behavioral guidelines, student behavior, and attendance in the Early Learning Center and Lower School.

- 7.1 Collaborates with the Early Learning Center and Lower School faculty on developing and/or updating student behavioral guidelines.
- 7.2 Ensures that the Early Learning Center and Lower School Student Handbook is kept accurate and complete.
- 7.3 Addresses student attendance, tardiness, and behavioral concerns as they occur, and keeps

- accurate records.
- 7.4 Implements best practices in student behavior, so as to promote a growth mindset among GHCDs students.

8.0 Establishes a positive environment and a high morale for Early Learning Center and Lower School students.

- 8.1 Develops a strong rapport with Early Learning Center and Lower School students, individually and collectively.
- 8.2 Makes a practice of attending athletic events, arts events, movie nights, and other campus events involving Early Learning Center and Lower School students. Shares administrator duties for events involving Nursery through 6th grade students.
- 8.3 Together with the Dean of Student Life and Athletics, supports activities that take place during school hours, including After Care.
- 8.4 With assistance of the Dean of Student Life and Athletics, as well as the faculty, plans, coordinates, and implements Lower Division Gatherings, special programs, and special events.
- 8.5 Working closely with the Office Administrator and the faculty, maintains a comprehensive calendar of Early Learning Center and Lower School events.
- 8.6 Maintains an active role in student health and wellness education programs, together with the Dean of Student Life and Athletics, School Nurse, School Counselor(s), and the faculty.

9.0 Communicates regularly with all stakeholders.

- 9.1 Communicates regularly with students, parents, and staff about Early Learning Center and Lower, special events, programs, expectations, behavioral guidelines, and other topics.
- 9.2 Organizes report cards and comments process each grading period, ensuring that faculty meet deadlines and maintain accuracy in their grades and comments.
- 9.3 Oversees Early Learning Center and Lower School parent-teacher conferences.

10.0 Functions as an integral member of the administration.

- 10.1 Serves as a full member of the Academic Committee and Student Life Committee.
- 10.2 Assists in the admission process for the testing, interviewing, and evaluation of applicants for enrollment.
- 10.3 Assists the Head of School and the Deans in the hiring process for teachers and administrators, consistent with GHCDs's Guidelines for Hiring New Employees.
- 10.4 Together with the Head of School and the Deans, implements strategies to retain employees across the school.
- 10.5 Participates in strategic and campus master planning, as related to the Lower Division.
- 10.6 Participates in planning activities and other administrative functions.
- 10.7 Assists in the implementation of Parents Association events and initiatives.
- 10.8 Serves as an integral member of the safety and crisis management team.
- 10.9 Assists in coordination of school wide emergency plans.

11.0 Performs other duties as assigned by the Head of School.

ESSENTIAL JOB REQUIREMENTS:

Education:

- Bachelor's degree required. Master's degree preferred.
- Continuing professional development in teaching and learning, curriculum, counseling, child development, psychology, systems management, and/or related areas.

Experience:

- At least three (3) years of experience in school administration, working with students, parents, and school personnel — especially for Nursery through 6th grade.

Required Skills and Attributes:

- Knowledge of Early Learning Center and Lower School teaching and learning, curriculum, counseling, child development, psychology, systems management, and/or related areas.
- Commitment to stay abreast of recent developments in teaching and learning, curriculum, counseling, child development, psychology, systems management, and/or related areas.
- Strong organizational, oral communication, and written communication skills.
- Ability to function well in a team and to work well with students, parents, and school personnel.
- Creative and practical problem solving and interpersonal skills.
- Flexible and can work with minimal supervision.
- Integrity and good judgment.

Other Requirements:

1. Must be able to perform the physical duties of the position on the GHCDs campus.
2. Must demonstrate strong commitment to the mission, values, and future of GHCDs.

ABOUT GOOD HOPE COUNTRY DAY SCHOOL:

Mission and Values:

Founded in 1964, Good Hope Country Day School is a 270-student, Nursery-12th grade, coeducational, nonsectarian independent school located on St. Croix, U.S Virgin Islands.

The school's mission is to "cultivate reflective, creative, and compassionate students who are critical thinkers prepared to excel in college and empowered to better their island and the world." The school's four key values are: Integrity, Respect, Scholarship, and Citizenship, and its mantra is "The Island is our Classroom, the World is our Responsibility." Learn more at www.ghcds.org.

School Philosophy:

GHCDs-Values Good Hope Country Day School is committed to providing an outstanding education that recognizes the uniqueness of each child. Our comprehensive program balances academics, physical education, expressive arts, technology, and extracurricular and community service opportunities — on campus, across St. Croix, and beyond. We also strive to develop each student's social, emotional and physical well-being. Our experienced faculty members employ a variety of instructional approaches and model a desire for lifelong learning.

GHCDs values individual differences in our diverse, multicultural community. Our school also seeks to incorporate the amazing natural, historic, and other resources of St. Croix into our programs.

The school encourages active parent involvement to support and enrich school programs. We are committed to an on-going process of strategic planning to ensure continuous improvement across programs and divisions.

Accreditation:

Good Hope Country Day School is accredited by the Middle States Association of Colleges and Schools, the primary accreditation association for both private and public schools in a region that includes the eastern United States and the Caribbean.

Non-Discriminatory Practices:

Good Hope Country Day School is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, gender, color, age, creed, national origin, marital status, sexual orientation, gender identity or disability, or any other reason set forth in USVI or federal non-discrimination requirements, if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary.

Job Descriptions:

This job description is not intended to be all-inclusive. Employees may perform other related duties as requested to meet the ongoing needs of the school. The Head of School may make changes in job descriptions and job titles from time to time, according to the needs of the institution.

Start Date:

The position will begin July 1, 2022.

Compensation:

Administrative salaries depend on the complexity of responsibilities, and the experience, expertise, and education of the administrator. The salary range for this position will be 50K to 75K.

How To Apply:

Interested candidates should send

- Cover Letter
- Resume / Vita
- Personal Statement
- 3 Samples of Letters Candidate Has Written to the Parent Community of a School
- List of 5-7 References, with email addresses and phone numbers
- Reference Letters may also be included

to Ms. Kiomie Pedrini, Executive Assistant to the Head of School, at kpedrini@ghcds.org.

The application deadline is Monday, December 13, 2021.