



The Co-op School is seeking a Lower School Division Head for the 2022-2023 School year.

The Lower School Head is responsible for the smooth operation of grades K-5, the development of curricular programs, and for providing leadership to faculty, staff, parents, students, and other stakeholders.

The ideal candidate is a relational leader who demonstrates creative and critical thinking, cultural competency, emotional intelligence, and a sense of humor. They will inspire students to develop a love of learning, support and guide faculty and staff, articulate vision for the Lower School experience, and will develop a deep understanding of the School's mission and use it to guide decision making. Monitoring all aspects of the Lower School's operations, including scheduling, supervision and evaluation, curriculum development, and professional growth and development are all essential functions of this position.

The Lower School Head reports to the Head of School and is a member of the administrative team. This is a 12-month position beginning July 1, 2022.

Qualified candidates should hold a bachelor's degree and a master's in education or a related field, significant Lower School teaching experience, and proven leadership skills.

#### **Specific Qualifications and Responsibilities**

- A deep understanding of, and excitement and appreciation for, the lower school years and the associated opportunities and challenges
- A desire to collaborate with, coach, motivate and mentor Lower School faculty
- Experience with the support and instruction of children with different learning styles and needs
- A willingness to, in the spirit of collaboration and teamwork, provide constructive feedback focused on professional and organizational growth
- The ability to create a sense of community and belonging among Lower School faculty and staff and with students
- A deep commitment to equity, social justice, belonging, and inclusion in independent schools
- Knowledge of developmentally appropriate curricula for the lower school years
- Excellent and clear written and oral communication and presentation skills
- A leader who establishes stability, organization, and a safe space for teachers, parents, and students to thrive
- Problem solving, organizational, collaborative, communication, and relational skills
- The ability to think flexibly and adapt to dynamic circumstances, including national and global events
- The ability to work collaboratively with the admissions team

Please send a resume, cover letter, and three professional references to Director of Human Resources, Evelyn Espinoza at [evelyn@thecoopschool.org](mailto:evelyn@thecoopschool.org)

### **About The Co-op School**

The Co-op School is a progressive, independent school located in Bedford-Stuyvesant, Brooklyn, and serves students in preschool through grade 8. Those who make up our faculty and administration are the backbone of our school. Their diverse backgrounds, passions, and approach to working within our community contribute to making The Co-op School a truly compassionate, unique learning environment.

Our families and staff work together in a cooperative model that helps keep tuition lower than other independent schools and also results in a unique sense of ownership and belonging and provides a more harmonious and thriving community.

*The Co-op School is an equal opportunity employer. We are committed to diversity and to providing an inclusive environment for all employees. We prohibit discrimination against any employee or applicant for employment on the basis of race, creed, color, citizenship, national origin or ancestry, religion or religious practices, sex, age, marital status, sexual orientation, gender identity and/or expression, past or present military service, physical or mental disability genetic predisposition or any other basis prohibited by federal, state, or local laws. Our policy extends to all employment practices including but not limited to, hiring, transfer, promotion, training, compensation, benefits, lay-offs, and termination.*