



Assistant Lower Division Head

About the Park School

The Park School is a Pre-K to Grade VIII independent school in Brookline, MA dedicated to excellence in education. The cornerstone of Park's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to his or her greatest potential. Our school community fosters a nurturing environment in which children develop curiosity, express creativity, appreciate the value of hard work and discipline, and experience the joy of learning. Park's faculty encourages each student to strive for intellectual, physical and moral growth, and to become contributing members of the community. At the Park School, faculty engage respectfully with families and demonstrate sensitivity to cultures, values, configurations, and beliefs.

The Assistant Lower Division Head is a member of the school's Lower Division and reports to the Lower Division Head. This full time, 12-month position partners with the Lower Division Head to cultivate a positive, caring, and supportive student culture and learning environment in which students feel a sense of community with their peers and teachers. The Assistant Lower Division Head will provide guidance and expertise in support of the school's mission and strategic plan.

Roles & Responsibilities

- In partnership with the Lower Division Head, support and implement school-wide priorities
- Support the Lower Division Head, in ensuring student-centered experiences with an eye on student engagement
- In partnership with the Lower Division Head and the Director of Equity and Inclusion, ensure that the Lower Division SEL curriculum facilitates a purposeful and effective multicultural approach
- Implement division-wide SEL scope and sequence with ongoing reflection on equitable and inclusive practices; collaborate with Upper Division Head for school-wide consistency
- In partnership with the Lower Division Head, School Counselor, and Psychologist, maintain a positive school environment and provide programming and leadership opportunities that enable students to flourish in the school community
- Collaborate with the Lower Division Head and Director of Academic Support to support all students' academic success
- Respond to student behaviors as they arise during and after school hours, including bus behavior
- Partner with classroom teachers to support student behavior plans

- Demonstrate a passion for lifelong learning and actively pursue professional development rooted in individual and schoolwide SEL goals
- Oversee club offerings for Grades III - V
- Attend Parents' Nights, admission events, and school outreach events as necessary
- Lead the Lower Division in the absence of the Division Head
- Lead professional development for faculty as needed
- Collaborate with Lower Division Head to organize and facilitate weekly community events for students, including Morning Meetings and Community Time
- Partner with Lower Division Head to support and coordinate ongoing family communications from classroom teachers

Qualifications

- Bachelor's or Master's Degree required in Elementary Education or Counseling
- Minimum of five years teaching experience at the elementary level
- Deep understanding of child development, research-based practices, and current trends in social-emotional learning, with a focus on student development in Pre-K - Grade V
- Outstanding interpersonal, organizational, and communication skills
- Demonstrated commitment to building empathy and empowering students to engage across differences
- Commitment to professional development in the area of counseling desired
- Demonstrated experience working in a culturally diverse community

Application Information

- Please visit The Park School Employment [page](#) to complete an application and upload your resume, cover letter, statement of teaching philosophy, and names of three references.
- The Park School welcomes candidates who will add to the diversity of our community and who have demonstrated a commitment to diversity, equity, and inclusion in their teaching and learning.
- The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.