



St. Richard's Mission Statement

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually. All St. Richard's employees are expected to support this mission with each and every student.

JOB DESCRIPTION: Early Childhood and Lower Division Head (EC/LD Head)

St. Richard's Episcopal School seeks a highly relational and passionate educator as Head of the Early Childhood and Lower Division (Pre-Kindergarten age 3 to Grade 4). Reporting to the Head of School and as a part of the Leadership Team, the Early Childhood and Lower Division Head will demonstrate a warm and collegial presence within a relationship based community.

The EC/LD Head has responsibility for curriculum oversight, mentoring and evaluating the growth of classroom teachers, and ensuring alignment with curriculum maps, scheduling of classes, and coordinating and supporting classroom assistants and specialist teachers.

Post COVID-19, St. Richard's is intentional in rebuilding the community and ensuring that our unique value proposition as the only Episcopal School in Indiana is known and highly regarded. As an independent school in an urban setting, with partnerships with Trinity Episcopal Church and the Horizons at St. Richard's Program, we seek an EC/LD Head who will elevate these assets to provide innovative and creative programming that makes transparent our Episcopal identity within a program with strong traditions.

Key areas of responsibility are the following:

Leadership

- Ensure congruence between the School's mission statement and the activities of the Early Childhood and Lower Division.
- Serve as the educational leader of the Early Childhood and Lower Division. The EC/LD Head should be knowledgeable about best practices from a variety of educational approaches, including reading and writing workshops, multisensory phonics instruction, constructivist math, inquiry-based science, anti-bias and anti-racist curriculum, social studies, and French language instruction.
- A working knowledge of differentiated instruction in a caring, nurturing environment is essential, as is the ability to coach teachers to create such an environment.
- Oversee the day-to-day operation of the Early Childhood and Lower Division.
- Plan and coordinate leadership of regular Early Childhood and Lower division meetings and in-house professional development.

- Establish a positive working environment in which helpfulness and respect exist, a culture of dignity is fostered, and in which teachers' individual differences, special abilities, and strengths are recognized.
- Participate on Faculty Rep and Faculty DEIB Committees, prepare divisional reports and attend Board meetings. Serve on Board Committees as assigned.
- Coordinate with the Parent Organization to create opportunities for parent engagement and education to build community and grow understanding of the unique value proposition for St. Richard's Episcopal School.
- Maintain high visibility and attendance at events involving the St. Richard's community.
- Fulfill the faculty review and evaluation cycle of observation, supervision, and evaluation of faculty in the development and implementation of curriculum.
- Make recommendations to the Head of School regarding hiring, retention, and assignment of Early Childhood and Lower Division faculty.
- Keep the Head of School informed of the general programs, activities, challenges, and opportunities of the Early Childhood and Lower Division.

Program

- Provide a positive school environment in which learning can take place, students are supported, and morale remains high.
- Attend to the educational, physical, social, emotional, and psychological needs of the members of the Early Childhood and Lower Division community.
- Support, mentor, and provide orientation for new faculty and staff.
- Assign Early Childhood and Lower Division teachers and students to classes, classrooms, and other obligations.
- Oversee student conduct and behavior in the division, and work with students, parents, and faculty in maintaining a positive environment.
- Oversee and approve professional development for Early Childhood and Lower Division faculty.
- Maintain the budget for the Early Childhood and Lower Division.

Collaboration

- Work collaboratively with the Early Childhood and Lower Division faculty to review and evaluate the academic programs, methods of assessment, and outcomes.
- Serve as the main point of contact for Early Childhood and Lower Division parents regarding all operational activities in the division.
- Serve as a consultant to Early Childhood and Lower Division teachers in matters of classroom management, teaching methods, classroom placement, and general school procedures.
- Support Early Childhood and Lower Division teachers by attending parent/teacher conferences when needed.
- Collaborate with Middle Division leadership to maintain a strong, unified connection between divisions.
- Collaborate with the Learning Support Coordinator to ensure that students' academic, social, and emotional needs are being met.
- Collaborate with the Leadership Team to ensure that conference scheduling, calendar development, and accreditation needs are being met.
- Collaborate with the Leadership Team, DEIB Faculty and Board Committees to build an equitable, inclusive, and just community where students, faculty, and parents feel safe, respected, and possess a sense of belonging.

- Collaborate with Admissions, Marketing/Communication, and Development to advance the overall strategic plan via attendance and presenting at events.
- Collaborate with the Director of Extended Day and Summer Program to promote, develop, and support these programs.

CREDENTIALS:

Bachelor's degree from an accredited college or university with major course work in Education, a Masters degree is preferred. Early Childhood or Lower Division teaching experience, as well as administrative work in independent schools, preferred.

ST. RICHARD'S IS AN EQUAL-OPPORTUNITY EMPLOYER

It is St. Richard's policy to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, genetic information, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should send the following to Dr. Leslie Hosey, Head of School in an introductory email.

- A cover letter indicating skills sets and experience that demonstrate ability to fulfill the role.
- A statement of Education Philosophy
- A resume
- Three references

In addition, applicants are asked to complete the St. Richard's [application](#).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Other benefits include enjoying lunch at The Dragon Cafe, which includes a hot lunch, salad bar, fresh fruit and vegetables, and a deli bar with bagels and yogurt. Health, dental, and vision insurance, and retirement plan.

Our alumni consistently are accepted to the high school of their choice and many earn merit based scholarships. Students graduate with a knowledge and understanding of our five pillars for success: Civic Responsibility, Leadership, Faith, Classic Curriculum, and Global Readiness. Students are well prepared for their next stage in life with knowledge and values for a lifetime.