



Job Description: Lower School Dean

Position Title	Department	Reports to
Lower School Dean of Students	Lower School	Marja Brandon
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	July 1, 2018

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual’s voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners.

Our students’ innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School’s faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

POSITION OVERVIEW

The Lower School Dean of Students reports to the Head of School. S/he is charged to act as the operational cultural leader of the lower school and is responsible for its day-to-day operation. The Lower School Dean has comprehensive responsibilities, which include but are not limited to the following:

POSITION SPECIFICS

1. To ensure the daily operations of the Lower School are joyfully productive, harmonious and respectful, and in keeping with the mission of the school.

2. To maintain a supportive school climate which reflects high staff morale and open, regular communication with the Head of School, faculty, students and families.
3. To maintain close communication with all teachers within the division, and to provide constructive feedback on practices, and environmental and behavior management.
4. To foster a community of practice, by facilitating collaboration and sharing of strengths and best practices across faculty, as well as connecting faculty to well-selected professional development opportunities which encourage a positive community and culture.
5. To communicate with the Lower School community regarding upcoming events, recent highlights, notable aspects of the program, as well as to provide parent education on topics relevant to the success of our students.
6. To work closely with the Learning Specialist and the Director of Curriculum to assist teachers and families in supporting our learners, and to facilitate ongoing communication with those families.
7. To refine and maintain student discipline procedures in consonance with school policies, and communicate out and maintain records of incidents that require consequences beyond the classroom
8. To assist in the admissions process for evaluating enrollment applications, as well as in the hiring process for new members of the faculty team.
9. To perform other duties that serve in the best interest of the school and as assigned by the Head of School.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic person who inspires students and faculty and who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about teaching and learning, have a love for children and a deep understanding of the developmental ages and stages of elementary students.

- Bachelor's degree and teaching certificate or credential, and a minimum of five years professional experience as a lead/independent classroom teacher or other equivalent experience.
- Advanced degree or advanced studies in educational leadership preferred but not required.
- Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- Excellent verbal and written communication skills are required.
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment, and instructional strategies.
- Encourages collaborative teamwork in and out of the classroom, models effective communication skills for students and teachers, including justifying reasoning and considering multiple perspectives when solving problems.
- Leads by example and invests time in the life of the school by participating in all aspects that support the student and faculty experience.
- Demonstrates professional behavior, including discretion, good judgment and integrity.
- Effectively interacts with a diverse population of students and faculty.
- All prospective employees must be able to clear a background check, LiveScan fingerprinting and TB screening.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and

responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

www.woodland-school.org