



- Lead, support and evaluate the development of FXW faculty and staff, individually and collectively
- Plan and execute faculty in-service days
- Promote a safe and positive learning environment by effectively building relationships, maintaining established norms of behavior, and coordinating support for students

Instruction:

- Serve as a consultant to FXW faculty in manners of classroom management, progressive teaching methods and school procedures
- Utilizes clinical supervision strategies for providing feedback to staff on observed instruction
- Identifies, analyzes and provides help for the solution of specific instructional problems
- Establishes and communicates high expectations for student achievement and behavior

School-Community Relations:

- Demonstrates an ability to communicate a clear understanding of the mission and programs of the school to staff, students and community
- Work in concert with the school psychologist to support the social-emotional well being of students
- Involves parents and community members in school
- Ensures that parents are provided with information of the child's progress
- Fosters good communication with and between parents, teachers and students

Management:

- Maintains a clean, safe and secure environment
- Maintains and submits records and reports that are accurate and on time
- Follows Board policies and communicates them effectively to the staff, students and school community
- Collaborate with the Lower School Director, Director of Education, and Director of Curriculum and Instruction to ensure a cohesive Preschool through 8th grade program
- Follows a plan of supervision and evaluation for all personnel for which s/he has supervisory responsibility
- Works cooperatively with the personnel office in the selection, transfer, retention or dismissal of teacher
- Monitor professional development for teachers

Education

- MA in Education, Teaching or Educational Administration
- Minimum of 3-5 years of administrative experience
- Minimum of 3-5 years' experience in a leadership position involving curriculum or teacher supervision