



Lower School Principal Position Statement
Milton Academy
Milton, Massachusetts
July 1, 2019

The Lower School Principal position at Milton Academy offers an exciting and dynamic opportunity to lead an innovative division and serve as a member of the senior administrative team at one of the great independent schools in the United States. Founded in 1798, Milton Academy counts myriad leaders from the worlds of business, politics, the arts, sciences, literature, and academics among its alumni. The school mission provides purpose to the entire K-12 enterprise and inspires high standards for scholarship and character: *Milton Academy cultivates in its students a passion for learning and a respect for others. Embracing diversity and the pursuit of excellence, we create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, "Dare to be true."*

While known internationally for its boarding and day Upper School, Milton has from its earliest years been committed to providing the best



possible coeducational program for students in kindergarten through 12th grade. **The Lower School is where students learn the joy of discovery through a rich interdisciplinary curriculum, small classes, and a collaborative faculty focused exclusively on the needs of K-5 day students within the structure of the larger institution.** Located principally in two buildings on Milton's beautiful, suburban, 125-acre campus, just eight miles from downtown Boston, the Lower School enjoys its own identity and feeling of intimacy while simultaneously benefitting from being part of a thriving school of 1000 students from the local area, across the country, and around the world. Unique among schools in the area and other prominent boarding schools, Milton is fully committed to its K-12 configuration. For Lower School students this means having access to facilities, programs, and expertise that contribute to a stimulating curriculum and extra-curricular program. Milton Academy currently seeks a collaborative, passionate, and visionary Principal to lead its dynamic 160-student Lower School division.





respect and learning about the cultures and backgrounds of others as a central part of the Milton experience. Small classes (12 students in K-3, 16 in grades 4 and 5) ensure that each child is known and the close relationships between students and their teachers help to create a culture of support that encourages risk-taking to promote intellectual and personal growth. Taking advantage of its location

CURRICULUM AND PROGRAM

Thanks to strong leadership and focused work over the last several years, the Lower School has a **well articulated curricular and programmatic scope and sequence** for K-5, ensuring that each student is building the skills and confidence necessary for success as they move through Lower School, into Middle and Upper School, and beyond. Milton's Lower School curriculum balances an academic program that reflects an understanding of the developmental needs of children, providing both inspiration and challenge. As one faculty member noted, the program is "intentionally focused on the protection of childhood" balanced with high expectations for academic achievement. Students eagerly master and apply skills toward exciting interdisciplinary projects in every grade. They learn to value literature, math, science, social studies, Spanish language and culture, technology, sustainability, woodworking, design, performing and visual arts, and physical education and the interconnections between them. The Lower School program also takes seriously its commitment to cultivating character and citizenship by practicing mutual

near Boston and the resources of a large school community, the Lower School has a robust assembly program that exposes students to new ideas, experiences, and cultures.

FACULTY

The experienced and passionate faculty is committed to its students and to Milton Academy's mission. While focused on the unique needs of students in K-5, they appreciate being part of a larger school with abundant resources for teaching and learning that can be leveraged for student success. The culture among the faculty is welcoming, trusting, caring, supportive, professional, and characterized by high expectations. **Milton's most recent strategic plan calls for rigorous and consistent "curricular renewal"**, and in Lower School this has led to a comprehensive mapping of the curriculum to ensure vertical and horizontal integration across all grades and areas of the program. While all agree that the curriculum is in good shape, there is an understanding that there is more work to do and faculty are energized and actively engaged in that work.

THE NEXT PRINCIPAL

Milton Academy seeks a leader who will continue with a disciplined and optimistic approach to leadership, a commitment to a culture of effective collaboration within the Lower School and with the other divisions, and effective communication with students, faculty, staff, and parents. The Lower School Principal should have extensive experience in early childhood and elementary education and a demonstrated deep love of children and teachers. Milton's administrative structure gives division leaders significant autonomy, almost as if they run their own schools. While acting as a passionate advocate for the Lower School, it is also important for the Principal to also be in touch with Milton's heritage and traditions. The Principal will work in close collaboration and enjoy a mentoring relationship with Todd Bland, Milton's inspirational Head of School.

Diversity, equity, and inclusion are a part of the DNA at Milton.

Adults and children alike engage enthusiastically in identity work and are committed to cultivating a climate where each member of the community can be their full selves and thrive as a result. The next Principal will need to be a passionate advocate for and demonstrate a fluency and comfort with leading this important work in the Lower School.



The Lower School Principal leads and advances important initiatives. An evaluation of the math curriculum is ongoing; it will need to be decided whether to adopt a new program, adapt the current one, or create another solution. The next natural step in the curriculum mapping process is to look at how learning outcomes are measured, assessed, and monitored. A conversation of how best to support learning differences is ongoing. Marshaling resources in the form of outside consultants and/or professional development may well be part of the way forward, and the Principal will need to be strategic in applying resources appropriately.

The Lower School Principal at Milton Academy is member of the Administrative Council and reports to the Head of School. The successful candidate will have a vision for what makes an excellent K-5 program, the interpersonal and communication skills to build trust with faculty, parents, and fellow administrators in service of that vision, and the strategic leadership skills to bring that vision to life. This is a unique opportunity to lead an extraordinary program.

KEY RESPONSIBILITIES

- Oversee and lead all functions of the Lower School, including academics, student life, and parent communication;
- Supervise, support, direct professional development and evaluate faculty and staff in the Lower School;
- Support and implement the furtherance of Milton's Strategic Plan;
- Collaborate regularly with the Director of Multiculturalism and Community Development on issues related to diversity and inclusivity in the school as a whole, with a special emphasis on faculty and students;
- Oversee and manage the Lower School budget;
- Work collaboratively with the Director of K-8 Admission;
- With the Administrative Council, help articulate Milton's culture and values to all constituents;
- Recruit and hire all positions in the Lower School;
- Keep current with research about early childhood and elementary education by attending conferences and maintaining memberships in professional organizations.





THE IDEAL CANDIDATE SHOULD MEET THESE REQUIREMENTS

- 5+ years of progressive experience in primary schools that demonstrates leadership in providing a high quality learning environment for students that reflects an understanding of progressive, differentiated and developmentally-aligned models of teaching and learning and a positive work culture for faculty and staff;
- Bachelor of Arts degree, Masters' degree preferred;
- Demonstrated administrative experience or coursework in administration preferred;
- Excellent verbal and written communication skills;
- Ability to be flexible and work collaboratively;
- Ability to prioritize multiple projects and tasks in a fast-paced work environment, including the ability to delegate tasks and responsibilities;
- Ability to maintain and have excellent judgment in regard to issues of confidentiality;
- Demonstrate significant experience in professional supervision and development.

APPLICATION

To apply for the position, please send:

- Cover letter of Interest
- Current resume
- Writing sample

And email it in—a single PDF—to:

Bob Henderson

rhenderson@rg175.com

and

Tony Featherston

tfeatherston@rg175.com

APPLICATION DEADLINE:

March 1, 2019

Milton Academy welcomes candidates who would add to the intellectual, racial, cultural, and gender diversity of the school community. Milton Academy is an Equal Opportunity Employer.