



LOWELL SCHOOL

Educational Excellence Redesigned



Lowell School

Position Statement for
Assistant Head of School
Washington, DC
July 1, 2022



Lowell School

Assistant Head of School

POSITION STATEMENT | START DATE: JULY 1, 2022



LOWELL SCHOOL

Lowell School, a treasure tucked away into a quiet neighborhood in Northwest Washington, DC, is seeking an Assistant Head of School to inspire the young learners, faculty, and staff of the school, beginning in July 2022. Reporting to the Head of School, the Assistant Head of School provides educational leadership. This is a new position for the school and a dynamic leadership opportunity.

A Lowell education honors the ways that children learn and provides an environment that fosters their curiosity and efficacy. The curriculum promotes higher-level thinking at every age and stage. Teachers cultivate an excitement for learning by connecting students to relevant experiential activities and celebrating successes along the way. In the words of Donna Lindner, Head of School, *"Lowell is a place where children are treated as the wise, kind, capable people they will become."* Diversity is grounded in

Lowell's fundamental beliefs and is a way of life grounded in a respect for each other. The school is very intentional about creating inclusive experiences throughout the entire program and community.

Located on a lovely eight-acre campus bordering expansive Rock Creek Park, Lowell offers ample indoor and outdoor space for learning and play. The tree filled campus and proximity to the District's vast resources make it an ideal educational setting for children of all ages. It is a picturesque and peaceful home for all members of the Lowell family.

Founded in 1965, Lowell School combines progressive values with current research and best practices to create a joyful environment of nurtured risk-taking, where children are valued and taught in a community of intentional inclusion as the individuals the school knows them to be.

From its beginning, Lowell has been cultivating "The Lowell Way," which

is rooted in the principle of holding the utmost respect for children. In face-to-face interactions, this means being truly present, listening actively to understand each child's thoughts and feelings, and responding with empathy. It means helping children develop the language to ask for what they need, build healthy relationships, and realize their own finest moments. Lowell's regard for children compels teachers to honor the process of learning and growth. Energetic and insightful teachers embrace their roles as facilitators and guide students to take responsibility in their learning. Teachers set limits in a firm and friendly manner and expect children to be part of the solution when conflicts arise. Children develop positive self-esteem from doing, and they are praised and supported at Lowell through descriptions of their work and actions.

MISSION

To create an inclusive community of lifelong learners in which each individual is valued and respected.

PHILOSOPHY

Lowell honors the individuality of each child. Lowell gives children time and space to grow and nurture the strengths of each individual. A fundamental understanding of the developmental stages of cognitive, social, emotional, and physical growth informs all the community does with children. Lowell fosters intellectual and emotional self-reliance, with a guiding value of respect for each other. This approach provides the foundation for children to be highly motivated learners with a strong sense of self-worth and efficacy.

Lowell promotes active, collaborative learning, emphasizing building conceptual



understanding and developing strong creative, critical, and analytical thinking. Carefully designed learning experiences and curricula are integrated across subjects, draw on powerful, relevant content and student interests, and support the development of internal motivation and a strong voice. Learning at Lowell is rigorous: Lowell emphasizes thinking over rote learning and expects students to use their knowledge and skills creatively and practically. High expectations of students are coupled with appropriate scaffolding so that students know what to aim for and how to get there. In this way, Lowell prepares students to be innovators and achievers who have the flexibility, skills, and inclination to solve problems new and old.

Lowell is an intentionally diverse school. This is essential in preparing students for a future that will demand deep multicultural understanding, strong collaborative skills, and commitment to one's local community and the larger world. Lowell believes that an inclusive community contributes to intellectual stimulation at Lowell and nurtures an inquisitive and open mind.



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POSITION PURPOSE

The Assistant Head of School reports to the Head of School and is responsible for all areas relating to the school as determined by the Head. This 12-month, senior leadership position reaches across all levels of the school, nursery-8th grade, and all departments. The Assistant Head of School serves on the senior leadership team, acting as a consensus builder and visionary thought partner with the Head of School and leadership team. The Assistant Head of School will have broad responsibilities for institutional leadership, but will primarily work closely with the Head of School to supervise, provide leadership for and evaluate new and existing strategic initiatives including but not limited to:

- curricular design and alignment
- parent engagement
- professional development

QUALIFICATIONS AND SKILLS

- Advanced degree in an appropriate discipline
- Team player with 5 or more years of experience working in independent schools
- Demonstrated excellence in classroom teaching
- Record of past leadership activities
- Personal and professional development in, and demonstrated application of, diversity, equity, and inclusion concepts
- Evidence of a deep commitment to progressive education, and Lowell's mission and values
- Adeptness at collecting and understanding research and data to inform decision making
- Familiarity with project-based and interdisciplinary teaching and learning
- A deep understanding of student and parent needs across the developmental stages of childhood
- A creative and strategic thinker and problem solver
- Unrelenting curiosity and love of learning
- Strong organizational management skills to oversee multiple initiatives
- Excellent verbal and written communication skills
- Demonstrated ability to effectively present information and respond to questions in a timely manner from colleagues, parents, and students
- Familiarity with data analysis
- Demonstrated expertise and proficiency

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Curriculum

- In close collaboration with the Head of School, ensure a cohesive, relevant and intentional PS-8th grade curriculum scope and sequence vertically and horizontally across the school, assuring congruence with mission, philosophy, and strategic goals, and ongoing innovation
- Meet regularly with division directors and department heads to discuss ongoing work within the departments/divisions
- Advise the administration on the coherence of interdivisional curricular scope and sequence
- Assist the administration in evaluating trends in education and their relevance to Lowell School

Professional Development

- Work collaboratively with the Head of School to strategically design all professional development programs including faculty orientations, in-house workshops, committee work, and faculty/staff evaluations
- Collaborate with the Division Directors to plan and implement the New To Lowell Program for first year employees
- Work with Division Directors and the Director of Diversity, Equity, and Inclusion Initiatives to maintain integrity of DEI curriculum integration
- Assess relevant trends in PS-8th grade education and works with division directors and appropriate staff to coordinate relevant professional development opportunities
- Support teachers, specialists and staff in instructional design, DEI curriculum integration, curricular alignment, professional development, Responsive Classroom implementation, executive functioning instruction, differentiated instruction, etc.

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Parent Engagement

- In collaboration with the Head of School, design and implement in-house opportunities for parent learning and engagement to inform student growth and strengthen parent/teacher relationships
- Work with the Director of Diversity, Equity, and Inclusion Initiatives to maintain the parent affinity group program
- Collaborate with the Director of Diversity, Equity and Inclusion Initiatives and the Advancement Team to recruit and acquire, and host outside speakers for the parent community
- Support the Division Directors in coaching and advising the divisional Student Support Teams in maintaining strong relationships with parents who have students with varied levels of neurodiversity

Additional Leadership Responsibilities and Opportunities

- Serve on the Senior Administrative Leadership Team
- Lead accreditation processes and implementation of action plans
- Collaborate with the Head of School and Administrative Leadership Team to design and instill best practices in a positive, mission-driven school climate
- Complete other projects as assigned by the Head of School



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QUALIFICATIONS AND TRAITS

- Committed, confident partner for parents
- Resilient relationship builder
- Dedicated to developing a diverse, inclusive and equitable environment with a commitment to social justice
- An active listener and clear communicator
- A compassionate, open-minded team player
- Approachable and engaged with all members of the community
- Flexible, present and hands-on with early learners

APPLICATION

Candidates interested in applying to be the next Assistant Head of School may apply online at: <https://rg175.com/candidate/signup> The application includes:

- Letter of Interest
- Resume
- Personal Statement/Education Philosophy
- List of Five References with contact information (References will not be contacted without prior notice)

Deadline for receipt of full application materials: **February 25, 2022**

If you have any questions about the search, please contact Adam Peichert or John Farber of Resource Group 175 who are overseeing the search at: adam.peichert@rg175.com or jfarber@rg175.com

Thank you for your interest in Lowell School. We look forward to hearing more about your interest in this rare opportunity for an outstanding educator.

Lowell School maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at Lowell are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.

