



Head of Lower School Search

Manlius Pebble Hill School seeks an inspiring and experienced educational leader to serve as its Head of Lower School, beginning July 1, 2012. Serving students in grades PK-12, MPH is a coeducational day school enrolling over 500 students in three closely-articulated divisions. The Lower School encompasses grades PK-5; Middle School, grades 6-8; and Upper School, grades 9-12.

The School is situated on a 26-acre campus in DeWitt, New York, an eastern residential suburb of Syracuse. With roots extending back 142 years, MPH is Central New York's oldest private educational institution and the area's only PK-12 independent school. The MPH educational experience is powered by an exceptional faculty and is characterized by small classes, hands-on experiential learning, and abundant opportunities for independent study and the pursuit of excellence in the arts, athletics, and community service. Above all, MPH provides a rigorous academic preparation for successive grade levels, college, and life beyond – a preparation that champions intellectual inquisitiveness and instills in students an abiding appreciation for the life of the mind.

The Head of Lower School is the educational leader of the Lower School, responsible for curriculum development and oversight, supervision and support of faculty, tracking and assuring student progress and achievement, and communicating with the families of students. A key member of the school-wide administrative team, the Head of Lower School is also the voice of the Lower School within the larger school community, promoting best practices to enhance the educational experiences of Lower School students and playing a critical role in linking the Lower School in meaningful ways to the Middle and Upper Schools.

The School seeks in its next Head of Lower School an individual with high energy and drive who is approachable and professional, fair-minded and evenhanded, with excellent listening and communication skills. The following qualifications, while not exhaustive, are those the School looks to find in this educational leader: Advanced degree in Elementary/Early Childhood Education or related field * Previous administrative leadership experience at the PK-5 level * Classroom teaching experience at the PK-5 level * Knowledge of child development and willingness to stay current * Proven ability to unite faculty with disparate educational philosophies * Knowledge of current trends in technology in elementary school settings and a vision for deploying technology * Experience and background in curriculum development * Experience as a proven mentor who embraces mentoring and promotes and engages in professional development. A detailed job description for the Head of Lower School position follows.

Interested candidates are asked to submit as email attachments a letter of interest, a current resume, a statement of education philosophy, and a list of three professional references to D. Scott Wiggins, head-elect, at swiggins@mph.net no later than Friday, February 10, 2012. Semi-finalist Skype interviews will occur in late February and finalist visits to campus will take place in early March. Questions may be addressed to Cherie Bisnett, assistant to the head of school, at 315-446-2452 (ext. 120) or cbisnett@mph.net.

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Head of Lower School Job Description

The Head of Lower School serves as a member of the administrative team of Manlius Pebble Hill School, which works collaboratively to manage the day-to-day operations of the School and maintain congruency in program and mission.

Duties and Responsibilities

- Acts as the educational leader of the Lower School and serves as a goodwill ambassador for the entire School in the community at large.
- Works with Lower School faculty to fulfill the School's board-approved mission statement and insure that all Lower School activities are consistent with that mission.
- Works with department chairs and Lower School faculty to develop, articulate, and implement curriculum, pedagogy, materials and assessment consistent with the developmental stages and abilities of Lower School students.
- Serves as the voice of the Lower School in articulating programs, expectations, and behavioral guidelines so that all constituencies are fully informed.
- Works in close collaboration with the heads of Middle and Upper School to assure communication between divisions, align vertical curriculum, and foster a PK through 12 environment in which the unique qualities of each division are recognized and understood by the entire school community.
- Promotes unity, harmony and cooperation among Lower School faculty through respectful communication and recognition of their individual strengths and differences.
- Provides a climate that supports learning, reflects high morale, and promotes school spirit.
- Consults with all Lower School teachers on best practices of classroom management, teaching methodology and general school procedures and culture.
- Promotes and engages in professional development.
- Observes, mentors, supports and evaluates faculty in accordance with the School's evaluation instrument.
- Conducts regular faculty meetings that deal with school matters and encourage the stimulating exchange of ideas on issues of educational interest and concern.
- Works toward a resolution of all problems—both routine and unique—as they arise within the Lower School and tracks them to completion.
- Keeps current with educational research.
- Nurtures diversity of all types.
- Recognizes the educational, physical, social, and psychological needs of Lower School students and develops plans to meet those needs.

- Monitors performance, conduct and discipline of students; keeps consistent and reliable records, including thorough reports and accurate transcripts.
- Is available to meet with parents to resolve pending concerns or issues and/or to suggest courses of action that parents should consider to enhance their child's academic, extra-curricular, and emotional experience.
- Meets as necessary with parents whose children are in need of extra support and is present at any meeting of the Committee on Special Education that concerns a Lower School student.
- Communicates regularly with the head of school to keep him/her informed about the state of affairs in Lower School.
- Makes recommendations to the head of school regarding the hiring, retention, and assignment of faculty.
- Assists the admissions director in all phases of the admission process and conducts an orientation meeting with each incoming family; attends and presents at all admission open houses.
- Prepares Lower School schedule; assigns teachers and students to classes.
- Oversees the Lower School budget.
- Maintains a comprehensive calendar of Lower School events and keeps the entire school community informed of those events.
- Helps organize and is present at all special Lower School events.
- Attends all-school events, including seminars, community-building and fundraising events, and (when requested) occasional board meetings.
- Performs other duties as assigned.