



JOB DESCRIPTION

Job Title: Lower School Director

Campus: Norfolk Lower School

Reports to: Head of School

Job Summary

The Director is responsible for supervision of the Lower School, which includes spiritual and academic leadership of faculty and staff on the Norfolk Lower School campus. Areas of responsibility include curriculum development, pedagogical training of teachers, building policies, procedures and scheduling, and leading the on-campus admissions process.

The Lower School Director shall meet the requirements of the Commonwealth of Virginia by having had graduate study in administration, supervision, and/or curriculum development.

Qualifications

The Lower School Director shall:

- be one who is committed to work as a God-given ministry, with the motivation to please God and bring honor to Him
- be loyal to the teachers and the Head of School as fellow believers in Christ
- keep confidences that are not for public knowledge
- be of outstanding Christian character and witness
- possess a sound philosophy of Christian education
- be competent in the supervision of the learning/teaching process
- be or become familiar with Christian Deeper Learning.
- possess the ability to evaluate teaching personnel
- have a good understanding of Biblical teachings

Responsibilities

- I. **Supervision.** The Lower School Director shall:

- A. Supervise classroom instruction through conducting classroom observations and assisting teachers in self-analysis of teaching methods and student relationships.
 - B. Encourage and approve field work and other innovative measures that create effective learning.
 - C. Assist in interviewing and recommending faculty for teaching positions.
 - D. Conduct admissions testing and interviews. Recommend students to the Admissions Committee for acceptance into the Lower School.
 - E. Participate in the development of the budget for the Norfolk Lower campus and oversee its implementation.
 - F. Oversee the Lower School team leads, the Lower School administrative assistant, and others as determined by the Head of School; supervise all campus teachers concerning general matters.
 - G. Develop a curriculum committee to work with matters of curriculum.
 - H. Serve on the Executive Team and attend regular meetings as necessary to accomplish stated tasks.
 - I. With the Head of School, liaise with the leadership of TAB Church.
- II. **Spiritual Leadership.** The Lower School Director is responsible for the spiritual leadership of all associated with the Norfolk Lower School. He/she shall:
- A. Personally have a time of Bible study and prayer; be in regular attendance in a local church body.
 - B. Organize and encourage faculty prayer meetings.
 - C. Oversee the chapel coordinator to ensure that the chapel program meets student needs.
 - D. Lead the community in line with the [Intentional Culture at NCS](#) document.
- III. **Academic Leadership.** The Lower School Director is responsible for setting an academic standard within his/her own personal life and that of the school. He/she shall:
- A. Remain knowledgeable of current thoughts in educational philosophy and curriculum through continuing education, professional readings, professional development experiences, and personal contact with other administrators and educators.
 - B. Cooperate with the Head of School in securing and maintaining a quality faculty.
 - C. Develop programs of staff development.
 - D. Evaluate teachers, encourage and recommend additional study in areas of weakness and strength.
 - E. Evaluate the adequacy of the professional library and work with the media specialists to update the holdings.
 - F. Stay abreast of accreditation requirements and interpret these to the faculty; assist in meeting all criteria.

- G. Cooperate with the Academic Administrative Team to share in curricular decision-making and all areas of academic development; serve on curriculum academic committees as needed.

IV. **Discipline.** The Lower School Director shall regulate and enforce discipline at all times. The Lower School Director shall keep good discipline in the following manner:

- A. Provide professional development and expectations for excellent, engaging classroom management.
- B. Counsel with teachers and students when problems persist, giving support to the teacher and conferring with parents when necessary.
- C. Adhere to rules within the faculty and student handbooks in administering discipline.
- D. Administer consequences as deemed necessary and fitting for the growth of the child.

V. **Community and Collaboration**

- A. Ensure effective and timely communication with parents (oversee parent committees, write weekly campus updates, respond to parent emails, manage volunteers)
- B. Manage Title II and Title IV funding for the Norfolk Lower Campus
- C. Develop and lead Community Events (Grandparents' Day, Boosterthon, Dads for Donuts, Muffins for Moms, EL Celebration Nights, Back to School Night)
- D. Maintain a supportive and collaborative relationship with the Virginia Beach Campus Director