



**Marin Primary & Middle School
Position Opening
Primary School Division Director
Starting July 2021**

About Us

At Marin Primary & Middle School, we believe that it's deep connections—between students, with teachers, and with ideas—that help kids know themselves and push through boundaries in school and in life. Every day we strengthen these connections so our students are able to tackle new ideas and challenges, pursue their goals with optimism and courage, and apply all they learn to the world they'll inherit.

Serving 320 students in preschool through grade 8, Marin Primary & Middle School's vibrant learning community is located in the town of Larkspur, just 4.5 miles north of the Golden Gate Bridge. Taking advantage of both the beautiful outdoor environment of Marin County and the cultural offerings of metropolitan San Francisco, MP&MS asks its students to *Be Connected, Be Curious, and Be Courageous*.

Our Mission

At Marin Primary & Middle School we make education meaningful, while encouraging pride in self, respect for others, and enthusiasm for learning.

We treasure childhood. We honor and enjoy children's natural curiosity, competence, and exuberance.

We teach to reach children. Using teams of teachers and educational methods tailored to how children learn best, we connect with our students, build trusting relationships, and make learning relevant, memorable, and fun.

We teach children to reach. Asking not "how smart is the child" but "how is the child smart," we guide our students to see their full potential, and we equip them to pursue it with passion and purpose.

We inspire children to make a difference. We value academic excellence, personal integrity, and community action and encourage our students to become informed, engaged, and ethical global citizens.

Responsibilities

The Primary School Division Director acts as the educational and administrative leader of the k-4 division, responsible for its day-to-day operation, and directs the activities of the members of the faculty and staff in the performance of their duties. The Division Director demonstrates by example a high standard of professional and personal ethics, models shared leadership, and maintains a visible presence in all areas of the school. The Division Director promotes a welcoming, supportive community of learners - students, faculty and parents. In collaboration with the

Leadership Team, the Division Director embraces the school's board-approved mission and educational philosophy, and aligns all school activities with the mission statement to create school-wide coherence.

I. Educational Leadership

- Develop, review and evaluate with faculty and the Head of School an engaging, exciting, and developmentally appropriate academic program, by keeping informed of current trends, programs in other schools, and current research.
- Support and guide the faculty by serving as the intellectual leader, provide instructional leadership, and maintain high expectations for teaching and learning. Facilitate purposeful and stimulating meetings with faculty to discuss curriculum, instruction, educational research and routine school matters.
- Direct school resources and personnel to address the intellectual, aesthetic, physical, social and emotional development of all students, with appropriate attention to each student's learning needs. Ensure educational opportunities and interventions for all students, including using technology and collaborating with the Learning Resource Program.
- With the faculty, develop and maintain an engaging and respectful school culture that recognizes the strengths and needs of individual students, and promotes the teaching of social-emotional and communication skills necessary for children to participate effectively in a collaborative learning community.
- Coordinate the co-curricular programs of the division, and assist in the planning and presentation of school assemblies and programs.
- Develop and support effective relationships with outside resources and consultants; assist families and teachers in securing the best resources to meet the needs of students.
- Promote awareness of, and sensitivity to, the many forms of diversity within and beyond our school community, including socio-economic and/or cultural differences.

II. Faculty Development

- Observe, support, and evaluate the faculty, including formal written reviews of each teacher according to the school's evaluation procedures.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.

- Plan and implement in-service training and staff development opportunities for all teachers to access new ideas, improve performance and ensure professional growth.
- Encourage participation in local networks to maintain a professional learning community of high intellectual quality.
- Create opportunities for knowledge creation and sharing by the members of our diverse school community.
- Mentor/guide new teachers and new teams.
- Design and implement a personal program of professional development, including attendance at state and national conferences, and reading professional publications and websites.

III. Communications

- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed regarding events, ideas, issues, due-dates, concerns, and programs.
- Develop and maintain an atmosphere of collaboration, openness, confidentiality and trust.
- Meet formally and informally with parents to present the school philosophy and curriculum, and to support parents in their parenting roles and students in their learning.
- Promote awareness of, and sensitivity to, families with socio-economic and/or cultural differences.

IV. Operations

- Establish and maintain procedures that ensure the safety and health of all students and faculty.
- Oversee the maintenance of complete academic records on all students; oversee the grading and reporting of student achievement.
- Arrange substitutes (or act as the substitute!) when teachers are absent.
- Participate in faculty meetings, teams of teacher meetings, individual teacher meetings, board meetings when required, and leadership team meetings, and attend school events, including development functions.
- Assist in the admission process, serve on the appropriate admissions committees, and attend admission events.

- Manage a budget for the effective use of resources, and allocate supplies, equipment and instructional materials to reflect learning priorities.
- With other directors, help families learn more about the other divisions and support the transition of students between divisions.

V. Student Support

- Provide leadership and guidance to teachers around supporting all students, including those needing additional academic or behavioral guidance.
- Respond to parent concerns about their children's academic or behavioral needs.
- Provide referrals for outside evaluations or specialists when appropriate or requested.
- Attend and participate in student support team meetings.
- Maintain documentation of meetings, correspondence, and progress for students who are experiencing challenges.
- Work closely with the Learning Resource Program to monitor student progress around academic or behavioral challenges; assign students to a learning specialist in the LRP if beneficial.

Perform other duties in support of the School's mission as assigned by the Head of School.

The following roles report to this position:

- Primary teachers (JK-4)
- Primary specialists (some are shared between divisions)
- Recess supervisors
- Aftercare teachers

Experience and Qualifications

- Master's degree in Educational Leadership, Child Development/Psychology or similar field
- Minimum of 3 years' leadership experience in the primary age group
- Minimum of 3 years' classroom teaching experience in the primary age group
- Deep knowledge and appreciation of child development in young children
- Knowledge of, and experience in, curriculum development, including integration of DEIJ themes and SEL
- Knowledge of programs such as *Responsive Classroom*, *Kimochis*, *Toolbox*, and *Mindfulness* desired
- Ability to establish effective and collaborative working relationships with teachers, students, and parents
- Creativity, flexibility, and a growth mindset, with interest in leading a community of learners

- High emotional intelligence
- The ability to listen, to make difficult decisions, and to stick by and support those decisions
- Strong organizational and time management skills
- Excellent written and oral communication skills

To Apply

Please submit a resume and cover letter in one combined pdf to jobs@mpms.org no later than February 28, 2021. The cover letter should indicate and elaborate upon why the candidate's experience and approach to leadership is a good match for the position and for MP&MS. No phone calls please.

ADA Requirements

- Marin Primary & Middle School is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.
- For the purposes of the ADA, the "Duties & Responsibilities" listed are essential job functions
- Work is normally performed in a typical interior/classroom and office work environment, with typical school-related noise and other disruptions
- Both sitting and standing are required during a regular workday
- Normal vision and hearing abilities are required to interact with students, parents, faculty, and staff, and with school equipment
- Ability to occasionally lift up to 50 lbs
- Ability to work at a desk and computer screen for extended periods of time
- Ability to turn, bend, and reach
- Ability to move oneself around the campus
- Ability to drive to other locations for meetings, conferences, etc.
- Position requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, multitasking, and writing

MP&MS is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request accommodation for pregnancy, childbirth, or related medical conditions.

MP&MS welcomes and encourages applications from members of traditionally underrepresented groups.

