



## **Opening for 2024-2025**

### **Upper School Director**

#### **Position Summary**

We are not your typical school.

Signature programs distinguish us. They include 50+ hours of community service during school hours, exploring religions and faiths first hand (visiting 5-6 each year), 30+ field trips per year (almost every Wednesday to challenge and inspire), job shadow program, college classes on a college campus in lieu of AP classes, and much more.

Founded in 2007, University School of the Lowcountry (USL) is a co-ed independent school serving grades 3-12 that engages students in a variety of empirically proven and forward-thinking educational and service opportunities both in and outside of the classroom and challenges students in age-appropriate ways to excel academically while growing in emotional intelligence in a culture that teaches and practices the importance of citizenship.

USL is located in Mount Pleasant and serves the metro Charleston, South Carolina area. USL is a growing school with 80+ students (with a defined cap of 100). There are 25-30 students in the Upper School (grades 9-12).

We are seeking an experienced, enthusiastic, and personable Upper School Director for a full-time position, beginning in August 2024. There is flexibility in the hours required (30+ hours and also the opportunity to vary for work-life balance). It is a community of teachers (the Head of School is the Lead Teacher also), so the Upper School Director will also offer 1-2 classes.

The Upper School Director is responsible for leading the Upper School division and collaborating with a strong faculty and an administrative team that seeks to take a dynamic small school to an even greater level of serving students. The Upper School Director reports directly to the Head of School.

#### **Essential Duties and Responsibilities**

##### Mission and Leadership

- Maintain congruence between the school's board-approved mission statement and all activities of the division.
- Be a visible presence in all areas of the school and build/maintain relationships among all students and faculty.
- Advocate for the division while working collaboratively within the school's leadership team to establish and execute broader institutional goals.
- Make recommendations to the Head of School regarding hiring and retention and the assignment of faculty.
- Keep the Head of School informed of the general programs, activities, and concerns of the division.
- Support the mission, vision, and core values of the school.
- Promote a school climate that is safe, supports learning, and emphasizes character development.
- Develop close, meaningful relationships with families and actively seek resolution of routine and unique problems as they arise.
- Communicate proactively with students, parents, faculty, and staff.
- Ensure a smooth student and family transition between divisions.
- Further develop the school's positive engagement with parents.
- Commit to being visible and accessible to all, including faculty, students, parents, alumni, and visitors to campus.
- Meet and coordinate with other division heads on a regular basis to ensure mission clarity and consistency across divisions.
- Co-create, support, and implement a vision for the division that speaks to the school's overall mission and vision.

### Operational

- Act as the educational leader of the school division, responsible for its day-to-day operation.
- Participate and serve as a leader for the weekly Learning Outside the Classroom program.
- Partner with the Head of School to help lead students and parent chaperones on 1-2 overnight field trips.
- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Maintain a comprehensive calendar of school events and keep the entire school community informed of various school programs and activities.
- Oversee the coordination of the co-curricular / after-school / outside-of-school activity programs involving the Upper School.
- Partner with other staff (Head of School, College Counselor(s), School Counselor, Registrar) to ensure the expectations and organization of the Upper School is directed to the needs of the students and USL's mission.
- Support the budgeting process by determining and monitoring the division budget.
- Lead in maintaining student morale, healthy student-community relationships, and satisfactory conduct and appearance.

### Curriculum and Teaching and Learning

- Be knowledgeable and able to articulate advances and trends in teaching-learning and education.
- Review and evaluate the academic programs, including horizontal and vertical curricular flow.
- Lead ongoing review of academic, curricular, and operational policies in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
- Engage with research and innovation about the future of education.

### Faculty

- Observe, supervise, and evaluate the faculty.
- Assists Department Chairs and Head of School in the hiring and evaluation of teachers.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty that address routine school matters and explore issues of educational and philosophical interest and concern.
- Coach faculty through observation, evaluation, growth goals, and opportunities for professional development.
- Foster a professional, respectful, and appreciative environment that values the contributions of all team members.
- Build trusting relationships with faculty and staff, identifying their needs and strengths, and supporting their work.
- Supervise specialist teachers who teach across multiple grades and divisions.

### Students

- Center the best interests of students in every decision and interaction and enjoy working with students
- Be aware of the educational, physical, social, and psychological needs of the school community and develop plans for meeting those needs.
- Participate in maintaining complete academic and attendance records on all students.
- Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.

- Maintain and enforce guidelines for proper student conduct and discipline, including off-campus privileges.
- Oversee some Upper School Flex periods (similar to a study hall).
- Observe and evaluate individual students displaying academic difficulties and collaborate with the School Counselor to assess their learning strengths and challenges.
- Become immersed in student life and get to know students well.
- Oversee dual enrollment program with the College of Charleston. Our Upper School students physically take at least one class on their campus – some up to 15+. Create and maintain a program where US faculty and experienced students help acclimate new and younger students to this program. This includes sitting in on a class, walking students through and troubleshooting the application process, guiding students on what classes they need, what classes they are interested in, and what works with their overarching USL schedule. Keep up with student progress throughout the semester; check in with professors. \* This program is an extension of our robust college exploration program that begins in our lowest grades. By the time students reach 9<sup>th</sup> grade, they have visited 12+ different colleges all over the Southeast.
- Provide holistic skill and narrative grades for each student quarterly.
- Plan US Leadership and Life Skills requirements and program (electricity, sewing, car repair, credit, renting an apartment, government in action, courts in action, etc.). Scheduling activities and developing a program for steady accumulation and base-line mastery of them. Can also be done off-campus individually. Generally a separate weekly class period devoted to this.
- Partner with Head of School to plan and lead 1x/month Learning Outside the Classroom experience that is geared to the Upper School.
- Foster time and space for them to be teenagers and a separate division and also connected to help our younger students on their journey through role-modeling, coaching, shared experiences, etc.
- Follow child safety and reporting requirements of the State and the School in the case of suspected child abuse or neglect.
- Oversee all student academic advising. Create a 4 year plan for each student and update by semester as their interests evolve, while assuring the completion of USL graduation requirements. Meet individually with each student each spring to discuss the next year.
- Partner with the Head of School and one's own creativity and drive to provide support because of our flexible schedule (scheduling guest speakers, volunteers, targeted PT teachers, field trips, peer tutoring, relationships with C of C students to help, etc.)
- Oversee pre-existing Upper School preparations for healthy relationships now and to college and beyond (D2L and healthy relationships, annual Personal Health Symposium with the Medical University of South Carolina, Red Cross training each year, Krav Maga personal safety skills training, more)
- Possess a deep understanding of human development, including a particularly strong understanding of their intellectual, social, emotional, and physical development.

### Admissions

- Manage all Upper School admissions. Collaborate with Director of Student Life for scheduling shadow days, calling prospective families, reviewing status of applications, and make final admissions decisions with Head of School. Attend admissions open houses.
- Collaborate with the admissions committee on school-wide policies related to admission and retention of mission appropriate students.
- Ability to share the school's philosophy and practice with prospective families.
- Partner with the Head of School to maintain and build relationships with K-8/1-8 schools that may have students who are perfect for USL

### Other Duties or Responsibilities

- Perform other duties as assigned by the Head of School.
- Serve on the administrative team and the admission committee.
- Regularly attend conferences and other professional development events to remain current with industry trends and best practices.
- Collaborate with the Head of School and others to facilitate parent education programs.
- Work with Development team on areas of fundraising that directly impact the School and the division.
- Work collaboratively with the auxiliary program coordinator for the curricular and extra-curricular activity programs of the division.
- Assist in the planning and the presentation of school assemblies and programs, especially to share the Upper School students and their activities with the greater school community
- Attend appropriate school functions, including evening and weekend events.
- Partner with the Head of School and include Upper School in overseeing and charting the course of USL through regular “board meetings” or equivalent – both their experience and that of the whole school

### Common Qualification Requirements

- Bachelor's degree required; master's degree preferred.
- Minimum of five years' teaching experience in grades 6-12 education (public and/or private).
- Administrative experience
- Possess a strong understanding of the developmental needs of high school aged students
- *Preferred* - Ability and/or willingness to learn to transport students in one of our school activity buses (14 passenger, do not require a special license).

### Sample Skill Requirements

- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students of the division
- Outstanding leadership skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Comfort and confidence in asking questions and seeking support
- Does not avoid making decisions to sidestep conflict
- An approachable, empathetic, and down-to-earth disposition, with a healthy balance of humility and confidence
- Experience coaching teachers
- Meet everyday stress with emotional stability, objectivity, and optimism
- Ability to respond thoughtfully and decisively to the diverse needs of faculty, students, and their families
- Possess qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Proven ability to work and communicate well with adolescents and their parents
- Collaborative and relational style built on active solicitation of input and excellent listening skills
- Knowledge of and commitment to a community where all belong
- Ability to problem solve, build consensus, and work in collaborative partnerships across all constituent groups
- Comfortable using and learning new or best-practice technology
- Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion
- Model a growth mindset and comfort with change
- Inspire and motivate others
- Value and respect students in the developmental ages and stages present in the division

- Positive outlook on life with a good sense of humor
- Ability to set clear priorities and define an appropriate pace of change that balances progress and innovation with reflection and sensitivity to the community
- A track record of leading, developing, and implementing innovative educational ideas
- A deep appreciation and passion for education, particularly in an independent school environment
- History of building a warm and supportive culture as well as inspiring students and faculty to practice a growth mindset
- Excellent project management skills and the ability to manage multiple initiatives.
- Capacity for strategic thinking with the ability to look to the future, anticipate needs, develop new initiatives, and implement short- and long-term plans
- Connecting with people, knowing our students well and connecting them to opportunities on a personal level, getting out into the community frequently so that our students are acclimated to thriving in all types of environments beyond our campus and in the greater world

### Physical Requirements

- Use of a dedicated on-campus space and shared spaces for daily desk work including telephone and computer time. Includes, as part of daily routines, moving around campus and taking part in regular off-campus field trips with a variety of conditions. This includes managing stairs and frequent walking inside and outside as part of general job duties and responding to students and/or incidents.

## **About University School of the Lowcountry**

### Mission

University School of the Lowcountry is an independent school serving grades 3-12 that engages students in a variety of empirically proven and forward-thinking educational and service opportunities both in and outside of the classroom and challenges students in age-appropriate ways to excel academically while growing in emotional intelligence in a culture that teaches and practices the importance of citizenship.

### Vision

Our vision is to develop outstanding students who are well-prepared to be scholars, leaders, and global citizens of the future.

### Core Values

We develop discerning smart students by learning first-hand from experts about a range of topics outside the classroom.

We foster leadership by providing opportunities to lead.

We create a caring and inclusive environment by embracing diverse perspectives and individuals.

We nurture compassionate and responsible students by serving our neighbors and community organizations.

We encourage wellness through multi-faceted principles that promote student development and resiliency.

### Faculty

University School attracts the best teachers, hiring those who succeed because of their drive, optimism, insight, curiosity, and ability. Their enthusiasm is contagious. Actively fostering a culture of learning is what makes a great school. Our exceptional teachers and their high expectations foster an environment where our students succeed. Our dedicated faculty have the highest expectations for each other and each student in all areas of their development: intellectually, physically, emotionally, ethically, and socially.

University School features a supportive and warm environment for teachers. Faculty are treated like professionals and are respected and shown proper gratitude by students and families. Teachers have wide latitude to teach and select

curriculum materials to engage their students, and guidance comes from the Head of School (who is also a teacher), fellow department members and teachers, and best practices from national associations for the various disciplines. The Faculty hold themselves to high standards for inspiring and challenging their students within an environment of mutual care and concern.

University School is a community where relationships are pivotal to learning. As such, the personal qualities of this candidate are vital. These include being a supportive, engaged, and flexible role model who demonstrates both a sense of humor and an infectious enthusiasm for working with students. The candidate should also be comfortable guiding students in developing positive relationships with others who are older and younger. He or she must also be able to work effectively with others in a spirit of collegiality and understand that teaching is a moral act.

We are devoted to our teachers' professional and personal development. University School teachers are certified in American Red Cross CPR/AED and have completed Darkness to Light's Stewards of Children sexual abuse prevention program.

The South Carolina Independent School Association (SCISA) has recognized our faculty and staff: Head of School of the Year (2013), Middle School Teacher of the Year (2018), Elementary School Teacher of the Year (2020), and High School Teacher of the Year (2023, 2021), Middle School Math Teacher of the Year (2023).

### **Interested in Applying / Learning More?**

University School offers a competitive salary that is commensurate with skills and experiences.

Please contact directly by email only to the Head of School, Jason Kreutner ([jkreutner@uslowcountry.org](mailto:jkreutner@uslowcountry.org)).

For more information, or to apply now, please go to the website below.

<https://uslowcountry.org/about/employment/>

*University School of the Lowcountry is committed to its growth as an institution that welcomes and values a diversified school community. The school does not discriminate on the basis of race, national or ethnic origin, religion, economic background, or any other classification protected by law in the administration of its educational policies, financial assistance policies, or any other school policy or program.*