

# Lower School Director

The Hawbridge School

## Our vision...

The Hawbridge School is a public charter school in Saxapahaw, NC, is seeking a Lower School Director to join our administrative team. This position serves grades K-6 and works within a shared governance model to develop, implement, and assess school programs. Through these responsibilities, the Lower School Director promotes the educational development of each student and the professional development of each staff member, in accordance with The Hawbridge School's [mission and vision](#). Watch this [short video](#) to learn more about what makes our program so special!

At Hawbridge we value ...

- Place-based learning
- Embracing diversity
- Restorative practices
- Environmental stewardship
- Creativity and the arts
- Playing and learning outdoors!

## The role...

At The Hawbridge School, we are deeply committed to our mission and values. Our ideal candidate is one who is willing to roll up their sleeves and embrace all that our unique program has to offer through the following key duties and responsibilities:

### *Key responsibilities*

- Collaborate effectively with and actively seek assistance from other school leaders in a [shared governance structure](#).
- Collaborate with The Hawbridge School's Upper School (grades 7-12) to create unified school culture.
- Ensure that the school program is compatible with the legal, financial, and organizational structure of the school. A working knowledge of NC DPI Charter School regulations is ideal.
- Uphold the school charter and take an active role in the charter renewal process.
- Prepare and present reports at monthly meetings of the Board of Directors and the school leadership team.
- Establish, implement, and evaluate procedures used to carry out the daily routine of the school. Develop master schedules, handbooks, policies/procedures, and calendars in collaboration with leadership.
- Screen, select, orient and evaluate performance of Lower School faculty and staff.
- Motivate, support, and inspire employee performance and enhance morale.
- Provide activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program.

- Ensure that instructional objectives for a given subject and/or classroom are developed while maintaining a program that supports and fosters the development of teacher autonomy. Be physically present in classroom spaces routinely for support.
- Conduct ongoing critical analyses of current pedagogy to ensure alignment with the school's mission.
- Evaluate student progress in the instructional program through multiple data sources, with an understanding that standardized test scores are just one source of information.
- Communicate respectfully and engagingly with The Hawbridge School and Saxapahaw community. Encourage the use of resources within the village of Saxapahaw and surrounding area.
- Relate to students with mutual respect and have working knowledge of restorative practices. Have knowledge of and the ability to interpret NC School Discipline law in order to support the Dean of Students.

## Key skills and experience required...

- Master's degree or higher in a relevant field.
- Minimum of three (3) years of school administrative experience, ideally in lower grades.
- Experience with K-6 grades
- Citizenship, residency, or work visa.
- Interest in and knowledge of [Restorative Practices](#)
- Knowledge of place-based education
- Familiarity with MTSS, EC procedures

## How to apply...

Please submit resume or CV and cover letter to our current Board Chair, Renee Lynch, at [rylynch@hawbridgeschool.org](mailto:rylynch@hawbridgeschool.org) with "Lower School Director" in the subject line. For best consideration, resumes should be received by January 12, 2024.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs.)*

*The Hawbridge School is a progressive Equal Opportunity Employer. We celebrate and support a diverse and inclusive organizational culture, and we are committed to providing all of our employees with an environment where all are treated with dignity and respect. All employment decisions are based only on the job requirements, the candidate's qualifications, and the needs of the school—not on race, color, ethnicity, national origin, religion, belief, sex (including pregnancy and related medical conditions), gender identity or expression, sexual orientation, age, disability status, veteran status, genetic information, HIV status, family/marital/parental status, or any other protected status.*