

WALSINGHAM ACADEMY

Lower School Director
Walsingham Academy
Williamsburg, VA
www.walsingham.org

THE INSTITUTION

For more than 70 years, Walsingham Academy has served Williamsburg and the surrounding area as the premier pre-K through 12 co-educational, Catholic-based independent school. Founded by the Sisters of Mercy on the principal values of compassion and service, Walsingham offers an unparalleled academic experience to students of all faiths.

Immersed in compassionate inclusive community of learners, Walsingham students benefit from a high powered, holistic education. A proven portfolio of transformative teaching practices, implemented by a caring faculty, produces graduates who view the world through an inquisitive, altruistic lens. The Walsingham Way encourages students to lead lives of purpose and impact. Walsingham Academy believes that resilience, perseverance, and empathy are all things that can — and should — be taught in the classroom. The result: alumni that use their education and influence to make the world a better place.

THE POSITION

Together with the President and Upper School Director, the Lower School Director completes the academic leadership of the Academy's administrative team which also includes the Business Manager, Athletic Director, Director of Admissions, and Director of Advancement. The Lower School Director works with the leadership team, the Sisters of Mercy, and the Board of Trustees of the Academy to foster the spiritual and intellectual growth of the school community. The Director is responsible to ensure mission integration, provide instructional leadership, ensure overall program implementation and curriculum development, and administer daily operations.

Specific Responsibilities

- Planning and monitoring the strategic goals of the Academy.
- Planning and monitoring the education, safety, and operational goals for the Lower School in order to maintain accreditation.
- Assist the Business Office with development, implementation, and monitoring of the yearly budget for the Lower School.
- Interview qualified applicants for hire.
- Plan and facilitate the introduction of new faculty members to the school.

- Facilitate teacher re-certification and recommend professional development.
- Facilitate faculty goal setting, faculty meetings, observations, evaluations, and mentoring opportunities for faculty members.
- Coordinate timely communication among the educational community.
- Foster the development of a religious community and moral character.
- Review and revise Faculty and Parent Handbooks.
- Monitor teacher weekly communications on Ren Web.
- Create the schedules for the Lower School in coordination with the Middle School Coordinator.
- Confers with teachers, students, and parents concerning educational and behavioral problems in school.
- Work with the Admissions Director on coordination of tours, shadow days, and recruitment.
- Work with the Athletics' office to coordinate sporting events and field trips.
- Ensure that the curriculum meets the accreditation standards, contributes to the moral and faithful development of the study body, and stimulates creative thinkers through problem solving.
- Attend school sponsored functions.
- Participate in professional growth opportunities.
- Research and implement best practice opportunities for faculty and students.

Qualifications

- Minimum of 5 years of increasingly responsible experience in an educational environment including teaching and administrative leadership with a proven track record in achieving academic success.
- A faith-filled leader with an understanding of the Mercy charism, modeling Catholic ideals consistent with and supportive of the Catholic Church and Critical Concerns of the Sisters of Mercy.
- Dynamic leader with skills in curriculum implementation, team building, faculty supervision and development, parental engagement, school safety practices, and effective elementary school management.
- Strong understanding of child growth and development.
- Faith-filled, visionary and strategic leader with an institution-building mindset.
- Broad understanding of school operations including budget management and financial statements.
- Understanding of marketing, enrollment, and development and the tools and strategies needed to foster school viability.
- Demonstrated organizational and supervisory skills that will motivate and inspire staff while setting high expectations and professional direction.
- Knowledge of accreditation and certification processes.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including faculty, staff, board members, volunteers, students, and families.

- Superior communication skills to express, orally and in writing, Walsingham Academy's mission, vision, and goals with clarity, passion, and persuasion.
- Self-confidence, humility, integrity, warmth, and a flexible personal style.
- Proficient in technology and the use of technology in instruction.
- Bachelor's degree required; Master's degree preferred.
- Limited regional travel required; must be available to attend events after work hours or on weekends as needed.

For inquiries, nominations, and applications, please contact:

Marie O'Riordan, Partner

610-924-9100, moriordan@lambertassoc.com



Leaders in Executive Search for Nonprofit Organizations

Lambert & Associates

222 S Manoa Road, Suite 201 • Havertown, PA 19083 • 610-924-9100

www.lambertassoc.com