



**Escuela Bilingüe Internacional (EBI)
Job Description**

Job Title: Lower School Division Head

Job Class: FT, Exempt

The community of EBI, including the faculty and staff, is a unique and valuable asset to the school. It is with this in mind that, in addition to specific responsibilities, it is essential that all EBI employees demonstrate the following:

- Personal alignment with the EBI mission and the IB mission
- Value for bilingualism, educational excellence, diversity, international mindedness and the cultivation of character
- Enjoy working in a diverse, international and collaborative school environment
- Effective listening, speaking, writing and presenting skills in both Spanish and English, as required
- A positive attitude and a deep sense of professionalism

This position is responsible for supervising the overall Lower School Program and all activities involving Lower School students, families, faculty and staff. The Lower School Division Head will lead, manage and administrate the program for the holistic development of learners as well as promote parent and community involvement. The Lower School Division Head serves on the Senior Leadership team and reports to the Head of School.

Ideal Requirements and characteristics:

- Bachelor's Degree in Education or related field required. Master's degree is strongly preferred.
- Two or more years of experience as an administrative leader is required, preferably in independent schools.
- Five or more years as a classroom teacher is required.
- Bilingual in Spanish and English required. Native Spanish strongly preferred.
- Strong understanding of the physical, social and emotional developmental stages of elementary school students.
- Strong knowledge and experience with best practices in Lower School curriculum, instruction, and assessment.
 - Knowledge and expertise of the IB PYP Programme strongly preferred.
 - Deep understanding of IB school communities with an ability to design, implement, and evaluate innovative educational programs for multiple constituencies.
 - Understanding and commitment to DEI/social justice, including anti-bias and safe identity educational practices.

- Willingness to collaborate with diverse constituencies, work in a diverse team, and be a leader.
- Flexibility, given the uncertain times we are living through.
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations.
- Joyful and empathetic educator who is a strategic thinker and a visionary builder.
- A champion of both students and faculty and staff.
- Thoughtful and adept at conflict resolution. Empathetic problem-solver.
- Collaborative leadership style and intentional commitment to life-long learning.
- Courage to support and/or make difficult or unpopular decisions, when needed.
- High degree of emotional intelligence and adept at handling difficult conversations.
- Excellent interpersonal, communication, listening, and organization skills, prioritizing forming strong relationships with students, faculty, staff and families.

Specific responsibilities:

- Maintain congruence between the school's mission and all activities of the school.
- Maintain a visible presence on the San Pablo Campus of the school and be regularly available to students, faculty, staff and parents; to work toward a resolution of all problems - both routine and unique - as they arise
- Keep the Head of school informed of the general programs, activities, and challenges of the school
- Be responsible for the operation of the Lower School program, including compliance with regulations, and communications staff and families
- Function as the chief articulator of programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Serves as a key member of the Pedagogical Team and EBI Student Success Team.
- Serves as a member of the CAIS/WASC Accreditation Team.
- Supports the IB PYP self-study.
- Serves in Board Committees as assigned by the Head of School.

STUDENT LEARNING

- Collaborate with other members of the Pedagogical Leadership Team in the development and implementation of the IB Primary Years Programme
- Monitor and guide the developmental growth and learning of all Lower School students; maintain complete academic records for all students; oversee the evaluation and the reporting of progress and methods used by teachers in measuring student achievement

FACULTY AND STAFF LEADERSHIP

- Lead the Lower School faculty in the articulation of the school mission, school goals, department goals, course objectives, subject objectives, methods and means of assessment through development of academic policies and curriculum
- Act as the educational leader for the corresponding area, responsible for day-to-day operations; to direct the activities of the members of the school instructional and the non-instructional staff in the performance of their duties
- Observe, supervise, and collaboratively evaluate the Lower School faculty in the development and implementation of curriculum; to supervise the learning process, and to review and evaluate the academic programs.
- Develop and maintain the Lower School professional development program in collaboration with the Director of Academics to provide consistency in school practices
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each team member
- Evaluate all Lower School faculty and staff, Grades 2-5
- Collaborate with the Head of School regarding the hiring and retention, and the assignment of faculty
- Assist with establishing programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation
- Prepare a Lower School class schedule, in collaboration with other division leaders, and to assign teachers and students to classes and other obligations.
- Oversee and direct the activities of faculty committees
- Conduct regular meetings with faculty regarding routine school matters and to promote the stimulating exchange of ideas on issues of educational/philosophical interest and concern

COMMUNITY AND STUDENT BEHAVIOR

- Responsible for the well-being and success of students.
- Responsible for establishing guidelines for proper student conduct and response in alignment with the school mission, values, and the IB Learner Profile consistent with school policies; balance the individual needs of students with that of the entire community while upholding community standards for behavior; to maintain accurate records of student attendance and citizenship
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures

FAMILY COMMUNICATION

- Manage all communication between the school and families regarding the Lower School program
- Regularly and effectively communicate with parents regarding school activities, events and the program
- Meet parents as needed regarding the specific needs of their children.



ADMISSIONS

- Assist in the admission process including testing and evaluating applicants for enrollment, interviewing families and generally supporting the selection process
- Participate in all admissions-specific events such as Open Houses, tours, or others.
- Support and participate in the school's efforts to advance the mission of the school, including community and fundraising events.

EXTRA-CURRICULAR ACTIVITIES

- Oversee the coordination of co-curricular and extracurricular activities and programs of the school; assist in the planning and the presentation of school assemblies and special events; assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities
- Partner with the Director of Community Programs (after-school program) to support students in their various transitions throughout the school day

OPERATIONS

- Provide an orderly, well-managed environment in which learning can take place, a school climate which is supportive and which reflects high morale. Monitor employee satisfaction and level of engagement and make modifications for improvement as needed
- To ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of California and by those agencies that examine and accredit the school
- Maintain a division budget as assigned by the Business Office and Head of School
- Perform other duties as assigned by the Head of school.

EBI uses a salary scale that is based on education and years of experience and ranges from \$140,000 to \$155,000

Interested candidates should submit an [application](#) resume, a letter of interest and statement of leadership and educational philosophy to employment@ebinternacional.org.

EBI is an equal-opportunity employer. Our community is diverse in many ways, inclusive of race/ethnicity, sexual orientation, gender spectrum, age, ability, and more. We welcome and value the same in our faculty and staff. We encourage all qualified candidates to apply.