Assistant Head of Lower School/Curriculum Coordinator
Keys School, co-ed K-8, independent school located in Palo Alto, CA

Overview of School:
Keys School, recognized for social emotional learning and a commitment to deeply knowing every community member, is seeking a full-time exempt Assistant Head of Lower School/Curriculum Coordinator beginning August, 2020.

Keys School is an independent, co-ed K-8 school located on two campuses in Palo Alto, California. Our mission “challenges students to develop a keen intellect and a generous spirit, to advocate for themselves and others, and to honor curiosity and reflection in an increasingly hurried world.” Founded more than forty years ago, Keys offers a hands-on education with balanced concern for students’ academic, social, emotional, and physical growth. Today Keys is known for helping students to become compassionate and empathetic community members while developing the confidence to find their voice and advocate for themselves.

Please visit our website, www.keysschool.org, for more information about the school.

Overview of the Position:
The Assistant Head of Lower School/Curriculum Coordinator position is a year-round administrative position. The successful candidate will report to the Head of Lower School and will be responsible for the development and implementation of the Lower School curriculum. In collaboration with the Curriculum & Instruction Team, the Assistant Head of Lower School/Curriculum Coordinator will ensure that teaching and learning methodologies, practices, content, and assessments are cohesive across grade-levels and align with the school’s mission, values, strategic initiatives, and current educational trends and research.

Primary Responsibilities:
- Work closely with the Lower School Division Head to create an effective and collaborative partnership that supports administration, faculty, staff, students, and families
- Co-chair, together with the Assistant Head of Middle School/Curriculum Coordinator, the Curriculum & Instruction Committee (comprised of Assistant Division Heads/Curriculum Coordinator, Heads of Lower and Middle Schools, and Head of School)
- In partnership with the Lower School Division Head, develop, and implement the Lower School faculty supervision and evaluation process
- Provide training and support to faculty in developing and implementing interdisciplinary projects that target key learning outcomes
- Design and facilitate professional development in collaboration with division heads
- Share timely research, articles, instructional resources and professional development opportunities with faculty
- Partner with teachers in matters of teaching methods, assessment and curriculum implementation, including, but not limited to planning, teacher observations, modeling lessons, goal setting for improved practice, suggesting culturally responsive content and practices, research and training in approaches to assessment and differentiated instruction
• Guide and develop a comprehensive and actionable plan to train teachers to collaborate with learning specialists in identifying, evaluating, and coordinating academic support of students with learning disabilities
• Lead cyclical grade level planning meetings including the Reading Specialist, Math Specialist, and Technology Integration Specialist to ensure collaboration and communication
• Support faculty and administration in communicating programmatic goals and highlights to the community
• Partner with the Coordinator of Student Support and the Assistant Head of Middle School/Curriculum Coordinator to facilitate the administration of the ERB in grades three through eight
• Review and analyze data that reveals the effectiveness of the educational program, identify areas for improvement, and implement modifications
• Participate in the hiring process, reviewing candidate resumes and facilitating interviews and demonstration lessons
• Support the orientation of all new faculty
• Lead the Associate Teacher program by developing, reviewing, and implementing a scope and sequence and leading cyclical meetings for Associate Teachers to reflect on their growth and personal career path, discuss current trends in education, dive deeper into pedagogical topics, and participate in lesson studies
• Actively engage in and support daily operations of the school community by participating in faculty meetings, recess and lunch duties, and additional school events
• Participate in organizing parent coffees, other events, and communication materials that ensure families understand the value of a Keys education
• Participate in admissions interviews for Lower School student applicants at the request of the Director of Admission
• Maintain professional collegial relationships that encourage sharing, planning, and working together toward improved instructional skills and student success
• Model positive behaviors for students and colleagues that align with the school’s core values, emphasizing critical social and emotional skills
• Monitor own beliefs and behavior to make certain that high expectations are held for all teachers and students regardless of socioeconomic status, race, gender, or other personal characteristics

Qualifications:
The candidate must have:
• Passion for working with elementary age children and a solid commitment to the teaching profession and social and emotional learning
• A commitment to cultural competency and a diverse, equitable, and inclusive community
• Knowledge of curriculum standards and instructional strategies for elementary grade levels
• Facility with a wide array of pedagogy and assessment practices
• Strong organizational, verbal, and written communication skills
• A commitment to continuous improvement and professional development
• Be an active researcher of best pedagogical practices, innovative teaching methods, and assessment
• A growth mindset and value feedback as a tool for growth
• The ability and willingness to work in teams and collaborate extensively with colleagues
• Leadership and coaching style that perpetuates collegiality and collaboration while
exhibiting enthusiasm and a positive attitude

- The ability to foster strong student connections
- Initiative, internal motivation, and a willingness to take on responsibilities beyond those explicitly defined
- Experience with differentiated instructional practices and/or a background in special education
- An educational ideology consistent with that of the school
- A sense of humor
- A Bachelor's Degree is required and a teaching credential or Masters Degree is preferred
- A minimum of five years of related professional experience, preferred

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is also required. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl, run, and/or jump.

**How to Apply:**
Email a résumé (including written recommendations and/or contact information for three references), statement of philosophy, and one-page cover letter to:

Betsy Doss, Head of Lower School  
Attn: Assistant Head of Lower School/Curriculum Coordinator

Email: jobs@keysschool.org

*Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation or veteran status. For more information on the school, please visit [keysschool.org](http://keysschool.org)*