

All Saints ACADEMY

Lower School Division Head

All Saints Academy
Winter Haven, Florida

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The Opportunity

Southern Teachers is assisting All Saints Academy in the search for its next Lower School Division Head. Located on a lovely 60-acre campus between Lakeland and Winter Haven, All Saints is a rigorous college-preparatory school with a friendly, accessible, and supportive atmosphere.

All Saints' Mission: To inspire independent thinkers, principled leaders, and humble learners.

All Saints Academy began in St. Paul's Episcopal Parish School with a single kindergarten class in 1966. By 1991, it had grown to 227 students in prekindergarten through grade seven. In 1993, with a move to a new facility and the addition of grades eight through twelve, the name changed to All Saints Academy, an independent school open to people of all religious backgrounds. By the fall of 1998, the school enrolled more than 460 students in prekindergarten through grade twelve. Through its evolutions, the school has maintained its mission of inspiring independent thinkers, principled leaders, and humble learners.

The school strives to serve the educational and spiritual needs of a diverse religious community and values

the wide range of traditions represented within its student body. Students and staff all participate in religious education, community service, and weekly chapel services. All Saints is devoted to developing the character of students through accountability and responsibility.

All Saints Academy seeks a leader who has a deep interest in and desire to support a college preparatory academic program that has its foundations at the lower school level. Programming in the Lower School emphasizes integrated education through project-based learning, inquiry-based instruction, and collaborative learning experiences. The Lower School offers technology options, leadership opportunities, and outdoor learning experiences.

All Saints Academy is an independent Episcopal college-preparatory school serving 645 students from preschool through grade twelve.

To Apply

Please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position.



Performance Objectives

The Lower School Division Head at All Saints will be joining a school and division with tremendous positive momentum. The school will be in year three of a five-year strategic plan adopted in 2020. The key objectives for the Lower School Division Head are informed by that plan, but early in his or her tenure, he or she will collaborate with the Head of School and Leadership Team on charting its future course.

Looking through the widest lens, the successful Lower School Division Head will build cohesiveness and joy by ensuring this division is a valued, integrated component of the school that aligns day-to-day choices and practices with current leadership's larger vision for All Saints.

Distinguished Faculty

Hiring and retaining outstanding faculty is the key to success for any school. The Lower School Division Head will give specific attention to making professional development meaningful, substantive, and teacher-informed. He or she will support the school's induction and mentoring program, increase opportunities for faculty to serve in leadership positions, and foster a culture of continuing professional growth.

Academic Excellence

All Saints has been working on vertical alignment of curriculum in recent years. The Lower School has been transitioning from a teacher-driven model to a more structured scope and sequence that values teacher independence but more clearly connects the dots between written curriculum and classroom practice. The successful Lower School Division Head will ensure uniform excellence in pedagogy with the goal of preparing independent and resilient learners that will succeed in the middle and upper school levels. He or she will give specific attention to the ways in which the division uses assessments to ensure that they are aligned with the All Saints philosophy on assessments.

Educating and Inspiring the Whole Child

True to its Episcopal school identity, All Saints Academy is committed to the physical, mental, and emotional health of its community members; to creative, inclusive worship; to meaningful, academically substantive, age-appropriate

At a Glance

- Founded: **1966**
- Grades: **PS2-Grade 12**
- Total Enrollment: **645**
- LS Enrollment: **323**
- MS Enrollment: **151**
- US Enrollment: **171**
- Diversity: **35%**
- Total Faculty: **66**
- LS Faculty: **29**
- Average LS Class Size: **17**
- Faculty with 10+ years Experience: **71%**
- Faculty with Postgrad Degrees: **58%**
- College Acceptance Legacy: **100%**
- Athletics Program: **31 Teams, 14 Sports**
- Accrediting Body: **FCIS**
- Most Recent Accreditation: **2020**



religious formation and study; and to integration of the ideals of justice, diversity (including religious diversity), and service learning. The Lower School Division Head will embrace All Saints' Episcopal identity in all aspects, including how it relates to the education of the whole child. He or she will help to develop and improve existing programming for character development, healthy living, and good choices and give attention to the way All Saints develops students socially and emotionally.



The Position

The Lower School Division Head is a skilled educator who will act as the academic leader of the Lower School and support the implementation of All Saints Academy's PreK-12 academic model. The Lower School Division Head works collaboratively with colleagues at the Middle and Upper Schools and the Curriculum Office. He or she must also be able to lead and collaborate with senior leadership in a positive and supportive way, work to facilitate consistent and transparent communication with parents, and ensure that teachers and staff have the support they need to implement All Saints PreK-12 academic model. It is expected that the Lower School Division Head will champion and play roles in executing the Board-approved strategic plan, offering an inspirational vision to parents and securing the highest standards within the school. Specific duties are summarized below.

Role Description

Education

- Ensure that the delivery of the curriculum matches the aims of the school
- Assist with the design, implementation, and review of the timetable, staffed appropriately given the requirements and circumstances of a growing school
- In collaboration with the Director of Curriculum, Instruction and Assessment, ensure that the Lower School operates with a complete set of defined curricula, resourced appropriately
- Ensure that systems are embedded for the collection and scrutiny of data, allowing teachers and leaders to monitor progress and use data to inform planning
- Maintain an open dialogue between the school, students, and their parents on all educational matters
- Ensure a smooth transition between divisions

Student Recruitment and Admissions

- In collaboration with the Admissions Office, ensure appropriate strategies are established to secure student retention in the Lower School
- Work with the marketing team, proactively supporting the marketing effort by representing the school to prospective parents and external stakeholders
- In collaboration with the Admissions Office, coordinate procedures for student admissions

Strategy, Structure, and Operations

- Work to shape the unique character of the Lower School, with clear points of similarity and difference from the Middle and Upper Schools
- Provide a leadership structure with clearly defined accountabilities for all direct reports
- Contribute to the formulation of the school's strategic plan and develop an operational plan to implement agreed-upon objectives pertaining to the Lower School
- Ensure the efficient and effective day-to-day operations through effective planning and appropriate delegation to direct reports
- Establish, review, and develop the policies, structures, procedures, and job descriptions of the divisions in line with whole school policies and practices of a PreK-12 school
- Control budgets in the Lower School, including delegation to subject departments as appropriate



The Position *(continued)*

Personnel

- Oversee direct reports and provide support for all teachers and staff in the Lower School
- Ensure teacher and direct report/line management is effective and delivered in accordance with the school values
- Effectively implement the PreK-12 teacher evaluation tool
- Take responsibility for the recruitment, hiring, onboarding, and development of new faculty and staff in the Lower School with support from the Human Resources department
- Build on the school's open culture and encourage strong collaboration across teams, year groups, and departments
- Facilitate and support the close collaboration of all colleagues across the pedagogical traditions represented in the school, promoting effective communication and constructive relationships
- Lead the Lower School recruitment process in collaboration with the Head of School, ensuring the highest quality staff join the school
- Conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern



- Work collaboratively with the After-School Program Coordinator for the curricular and extra-curricular activity programs of the Lower School; assist in the planning and the presentation of school assemblies and programs; assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedure
- Manage and approve the professional development of Lower School staff



Community

- Maintain a highly visible presence within the school community
- Actively work to create a welcoming and collaborative relationship with parents reflecting the independent school philosophy of parent involvement
- Ensure the school upholds the highest standards of safeguarding and child protection
- Assure the well-being of faculty and staff
- Harness and further develop the school's positive engagement with parents
- To be aware of the educational, physical, social, and psychological needs of members of the school community and to develop plans for meeting those needs.
- Other duties as assigned by the Head of School



The Position *(continued)*

Specific Qualifications

Knowledge, Experience, and Understanding

- Significant previous leadership experience as a division head, assistant division head, or similar leadership role
- Experience with developing vision, strategy, and organizational plans to secure the development or growth of a PreK-12 school
- Experience in independent schools, preferably FCIS schools
- IBO experience, specifically the PYP, is a plus
- A track record of leading improvement and of developing and implementing innovative educational ideas
- Understanding of the Episcopal school model

Values, Attributes, Abilities, and Character

- Adaptable and resilient
- Proven ability to support, motivate, lead, and manage a diverse staff
- An effective, articulate, and reassuring communicator
- Open, respectful, and sensitive to practices that build unity
- Proven ability to recruit, mentor, manage, and inspire talented faculty
- Excellent oral and written communication skills, including the ability to serve as an articulate advocate for the school with prospective parents
- Ability to exercise excellent judgment and decision-making
- Excellent problem-solving and negotiating skills
- Excellent organizational skills and the ability to establish and manage multiple priorities and to work under pressure

Qualifications

- 5 years minimum experience in teaching or leadership required
- Evidence of successfully working directly with both novice and master level teachers
- A deep interest and desire to support a college preparatory academic program at the lower school level (as defined by the Curriculum, Instruction and Assessment Office)
- Excellent communication skills, both written and spoken, in English
- Evidence of being able to build strong partnerships with families
- Experience in working with lower school students is strongly preferred

Our Episcopal Tradition

All Saints Academy is an independent Episcopal college preparatory school affiliated with the Diocese of Central Florida. We serve the spiritual needs of a diverse religious community and value the wide range of traditions that comprise our student body. All Saints Academy welcomes families of all spiritual backgrounds and faiths.

We stand firmly in a Christian tradition that emphasizes the life-affirming and grace-filled working of God in our midst. Our focus centers on developing the character of our students through accountability and responsibility, reinforced by high standards of personal conduct.

Students and staff participate in religious education courses, community service, and weekly Chapel services led by our school Chaplain, an Episcopal priest. Chapel plays a vital role in the All Saints Academy experience. All students participate in weekly services as a moment to worship, reflect, and refresh them for the days ahead. These sacred times challenge students to live intentionally, love genuinely, and grow spiritually.



The School

History and Growth

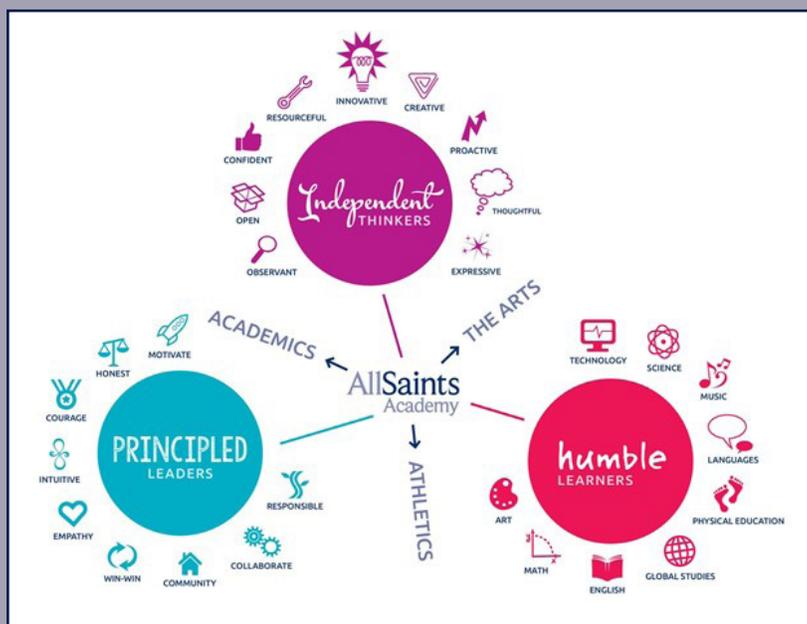
From a single kindergarten class in 1966 in housed St. Paul's Episcopal Parish Church, the school grew steadily over the next several decades. All Saints Academy became a school independent of the church in 1993, while maintaining its Episcopal affiliation and tradition. In that year the school added its upper grades, with the first class of eight students graduating in 1997. A vibrant and progressive independent school, it opened its current campus in 1995, where it has continued to grow.

The sixty-acre campus has grown to ten buildings and features dynamic learning spaces for all levels. A 2004 capital campaign called "Mission Possible" united both upper and lower levels on one campus and made the Anne MacGregor Jenkins Lower School and Louis Hizer Early Childhood Center a reality. The building includes enrichment areas for resource classes, a media center, a Mac computer lab, and the Discovery Zone for hands-on experiential

learning. The Barnett Learning Commons, Saterbo Building, and Hollis Media Center house middle and upper school classrooms, studios, computer and science labs, and production studios. Upper School students creatively explore arts, science, and technology in the Baldwin Center for Innovation and Collaboration. The campus also includes a dedicated gym and athletic fields for students at all levels to enjoy.

Program

As a college preparatory school, All Saints Academy emphasizes a rigorous PreK-12 academic program. The vertical alignment of content, especially writing, mathematics, creativity, and collaborative skills, is designed to inspire and challenge students as they develop skills necessary to succeed in tomorrow's world. All Saints' highly qualified faculty and administration strive to prepare students to meet the demands of the global workplace while meeting today's learners and their learning styles. Teachers and division leaders work closely



Vision:

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds, striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.



The School *(continued)*

to coordinate an invigorating, vibrant curriculum designed to engage the interests and strengths of each learner in each grade, department, and division.

All Saints' Lower School encompasses the Early Childhood program and kindergarten through grade five. The school cultivates a dynamic relationship between scope and sequence and the curriculum in each level, grade, and classroom. Instruction at the Lower School is responsive in nature as teachers observe and evaluate students' individual needs and successes. The close and consistent communication with parents and involvement with families builds a strong partnership and a sturdy foundation for young learners.

The Early Childhood division serves preschool students ages two and three and prekindergarten students age four, and classes foster the development of a growth mindset. Programming provides developmentally-appropriate learning experiences that allow children to explore their world through physical activity and social interaction. The academic focus on reading and math readiness and introductory experiences to arts and foreign languages are supplemented with centers and STEAM lessons. The dedicated Discovery Zone inspires early learners' natural curiosity as they explore robots, light and sensory tables, engineering blocks, the artistic tinkerlab, and more. The activities inspire creativity and collaboration. Early Childhood students also enjoy a state-of-the-art playground and an Outdoor Classroom.

Learners in kindergarten through grade five engage in core content in accordance with the school's academic focus. Students can explore new technologies, like coding, robotics, 3D printing, and Lego League. They participate in visual arts, dance, and music opportunities and learn leadership skills embedded in the curriculum. Trips to the local nature preserve provide real-life experiences with waterways, marsh systems, and animal and plant species native to Florida.



The Community

All Saints Academy is located in Winter Haven, in the Central Florida Highlands area of the Atlantic coastal plain. Within an hour's drive of Tampa and Orlando along the I-4 Corridor, Winter Haven is the second largest city in Polk County and a premier family destination. The region is among the fastest growing in the state and in the nation.

Known for its Chain of Lakes, Winter Haven boasts over 50 lakes that in and around the city, 24 of which are connected by canals, allowing non-stop cruising and countless hours of boating, skiing, fishing, kayaking, and more. Lakeside life flourishes with over 55 miles of lake coastline, including waterfront restaurants and amenities. Winter Haven is firmly rooted in Floridian and American history with the first tourist attraction in Florida, Cypress Gardens. Originally opened as a beautiful botanical garden, Cypress Gardens evolved to house impressive water skiing shows and became a filming location for multiple movies. It played a major role in the development and growth of water skiing as a sport, which still thrives today; the Cypress Gardens Water Ski Team performs periodically for the public on Lake Silver downtown. Cypress Gardens is now home to Legoland Florida, which has honored some of the tradition and history of the original site.

In addition to lake life, the area offers other attractions. Bok Tower Gardens, created in the mid 1920's, is a 250-acre

contemplative garden featuring a 60-bell Singing Tower; it is home to hundreds of different plants and trees and a refuge for more than a hundred species of birds. Nearby Circle B Bar Reserve is a former cattle ranch, now a preserve of protected lands and wildlife, accessible through a wide variety of hiking and walking trails. Winter Haven residents enjoy mild, sunny winters, making outdoor adventures accessible throughout the year.

Application Process & Timeline

Candidates for the Lower School Division Head position should submit applications to Southern Teachers at **SouthernTeachers.com**, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Jamie Estes at **Estes@SouthernTeachers.com** or **434-295-9122**.

Please do not contact the school.

Initial interviews with the consultant at Southern Teachers Agency will be ongoing.

The new Lower School Division Head will begin July 2022.

