



**Head of Early Childhood & Lower School  
Annunciation Orthodox School  
Houston, TX - July 2022**

Annunciation Orthodox School (AOS) seeks a driven, passionate, genuine Head of Early Childhood & Lower School who will lead the AOS lower school division starting July, 2022. The Head of Early Childhood & Lower School is embedded in the life of the school, helping to drive the faculty and student experience from both an academic and a social perspective. The perfect candidate will be highly collaborative and exhibit strong interpersonal skills. Reporting to the Head of School, the Head of Early Childhood & Lower School ensures the smooth operation of the early childhood and lower school programs and fosters a positive experience for every student.

Annunciation Orthodox School, as part of its mission, celebrates the diverse characteristics and individual qualities of those that comprise our community. In alignment with our mission, we actively seek to hire candidates of all faiths, races, ethnicities, and backgrounds.

**Mission Statement**

Annunciation Orthodox School, having grown from a ministry of the Annunciation Greek Orthodox Cathedral, celebrates the diverse and individual qualities of all children and their families. AOS provides a superior education in a secure and stimulating Christian environment which encourages the individual child to achieve academic, spiritual, emotional, social and physical excellence, and to become a responsible member of our society.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

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### Jesse H. Jones Center for Early Childhood Development

The Early Childhood faculty use a wide variety of tools, teaching methods, and an age-appropriate curriculum that fosters a lifelong love of learning. AOS intentionally designed this program to provide opportunities for students to develop a positive self-image through social and emotional learning. The Jones Center includes our Delphi (age 3) and Prekindergarten classes.

The Delphi and Prekindergarten programs provide students with integrated instruction that encompasses all areas of academic development. The curriculum is rich with developmentally appropriate lessons, activities, and projects and provides students with multiple opportunities to develop their language, mathematics, science, social studies, and life skills. Chapel service, religion, gross motor, Greek, and music fundamentals extend classroom instruction and enrich each student's day.

### The Katherine Veletsos Lower School

As they develop foundational skills in a variety of academic areas, AOS students grow socially, academically, emotionally, and spiritually. AOS encourages students to explore their personal interests and develop their unique strengths while continuing to instill a natural curiosity and a joy for learning. The lower school program includes Kindergarten through 4th grade.

Fostering creativity, teamwork, and independence in every child are important goals at AOS. Students are encouraged to ask meaningful questions and to discover answers and solutions. Through this, AOS students develop critical thinking skills and grow in confidence, allowing each one to develop a life-long love of learning and an ability to be a useful and productive member of society.



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## The Position

**Reports to:** Head of School

**Status:** Salaried/Exempt

**Start Date:** July 11, 2022

**Work Schedule:** Year-round, Monday – Friday, 7:30 AM to 4:00 PM; additional time as needed for after-school meetings and events.

## Duties and Responsibilities

- Support, uphold, and exemplify the AOS Mission Statement
- Actively cultivate an environment where faculty and staff love working and students love learning
- Serve on the school's administration team, making strategic decisions in support of current and future AOS staff, faculty, students, and families
- Work closely with the Assistant Head of Early Childhood & Lower School and the Lower School Counselor to make strategic decisions specific to the Early Childhood and Lower School programs
- Act as the division's educational leader, working with the school's Academic Coordinator Team, Student Support Team, and faculty to ensure the use of research-informed pedagogy and curriculum in support of our students' academic, social, emotional, spiritual, and physical growth
- Support AOS faculty through the use of evaluation, growth goals, and a consistent dedication to various forms of professional development
- Partner with the Director of Finance and Operations to critically examine and maintain the lower school division budget
- Function as the chief articulator of the division's programs, expectations, and vision while being visibly present throughout the school and its various gatherings
- Work closely with the Head of School to conduct hiring, retention, and assignment of faculty
- Develop close relationships with AOS families and actively seek to solve problems when they arise
- Provide guidance for various constituencies, including grade-team leaders, the sponsors of student organizations, and faculty committees
- Maintain systems of accountability for various technical items including adherence to standards, reporting of student progress, scheduling items on the school calendar, and creation of the daily schedule
- Flexibly approach work each day, knowing that no two days as a leader are the same



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### Qualifications

- Bachelor's degree in an education-related field; master's degree preferred
- Minimum 5 years classroom teaching experience
- Minimum 2-3 years leadership experience, preferably in independent schools
- Knowledge of and commitment to diversity and inclusion practices
- Strong communication skills; willingness to engage in difficult conversations with candor and tact
- Collaborative and relational style built on active solicitation of input, excellent listening skills, and a commitment to building consensus
- Nuanced understanding of best practices in student-centered pedagogy and curriculum design
- Demonstrated knowledge of and love for working with early childhood and elementary school students with great energy, playfulness, and understanding

### To Apply

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to John Faubert ([john.faubert@carneysandoe.com](mailto:john.faubert@carneysandoe.com)) and Namita Bhattacharya ([namita@carneysandoe.com](mailto:namita@carneysandoe.com)). **Please do not contact the school directly.**



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