



**Division Coordinator**  
**Preschool - Intermediate Team (PK-5), full time**  
**Beginning July 2019**

**Description**

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking an experienced and energetic PK-5 Division Coordinator. The PK-5 Division Coordinator is a strategic administrator with a strong vision for progressive teaching and learning, and an innovative and forward-thinking approach to curriculum, professional development, school programs and culture-building. The PK-5 Division Coordinator maintains congruence between Baker's mission statement and strategic planning and the implementation of those in the Early Childhood, Primary and Intermediate Teams.

The PK-5 Division Coordinator reports directly to the Head of School and is charged with the comprehensive responsibility for all children, families, and faculty and Associate Teachers within the division, including curriculum and instruction and co-curricular activities. The Division Coordinator also serves as a member of the Senior Leadership Team.

Baker Demonstration School places a high value on creating a diverse faculty and staff that reflects the cultural richness of Chicago. We seek highly qualified candidates with excellent interpersonal skills, extensive experience in progressive school settings, a deep understanding of the developmental needs of children, and who are innovative and knowledgeable about supporting children's growth and well-being.

**Essential Duties and Responsibilities**

**Teaching and Learning -**

- Progressive Curriculum & Curriculum Development -
  - Serves as innovative leader by implementing and developing curricular and instructional best practices with team leaders and faculty
  - Ensures teachers and teams are developing challenging and creative curricula that is supported by engaging teaching practices and child-centered learning environments
  - Supports the integration of technology to enhance and extend teaching and learning experiences
  - Collaborates with the student support team and faculty in ensuring appropriate differentiation strategies are being implemented in classrooms
  - Supports a thoughtful school schedule that prioritizes children's developmental needs; including managing course scheduling for division
  - In conjunction with the MS Division Coordinator, plans for a thoughtful transition from Intermediate to Middle School, both curricularly and socially.



- **Teacher Hiring, Support and Supervision -**
  - Supports whole faculty professional development strategy, planning, and implementation
  - In conjunction with the MS Division Coordinator and HOS, plans thoughtful annual goals for faculty meetings and Institute days; leads faculty meetings and sessions on Institute days
  - Observes, coaches, and gives feedback to foster professional growth as a part of the faculty evaluation process
  - Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school practices
  - Plans and oversees all PK-5 budgets
  - In collaboration with the Middle Division Head and MS Division Coordinator, supports the development of Teaching Associates
  - In collaboration with the MS Division Coordinator, supports the leadership development of Team Leaders and co-plans monthly professional development meetings for Team Leaders
  - Leads initiatives to recruit, interview, hire, and support new teachers and associate teachers within the division

### **Children's Growth and Development -**

- Demonstrates deep knowledge of child development, from early childhood through early adolescence
- Reviews progress reports of students and make recommendations for supporting student achievement and processing student discipline in a child-centered manner commensurate with our progressive mission
- Organizes proactive and ongoing support for children with learning, social, emotional or other needs with social worker, learning support team, team leader and/or teachers
- Periodically reviews testing and other data to ensure individual and group progress

### **Baker and Prospective Baker Families -**

- Leads meaningful parent conversations, develops initiatives and programs for parent education and engagement in coordination with the administrative team and the BPO
- Represents the division in school tours for prospective families, parent admission coffees, open houses and other admission events in order to further their understanding of Baker's PK-5 educational program

### **Qualifications & Skills -**



- The job requires an individual to:
  - Be a strong role model for professional behavior and a visionary, steady leader
  - Relate to and work closely with diverse school constituencies
  - Demonstrate a strong sense of integrity, reliability, and accountability
  - Build interpersonal relationships with colleagues and families
  - Exhibit excellent judgment and decision-making abilities
  - Work independently, attends to details, follows through with multiple constituents, and multi-tasks effectively
  - Meet deadlines
  - Employ a leadership style grounded in shared decision-making
  - Empower others to lead
- Strong classroom teaching experience, preferably in early and middle childhood grades
- Strong experience in a leadership position involving curriculum or professional development, and/or teacher supervision

### **School Information**

Founded in 1918, Baker Demonstration School is an independent day school is committed to providing an exemplary Preschool, Elementary and Middle School progressive education to our 300 students. Our students come from Chicago, Evanston, Wilmette and other North Shore communities. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

### **At Baker:**

- We cultivate our students' intrinsic motivation to learn and their active participation in the learning process.
- We foster excellence through critical thinking and integrated connections across academic and artistic endeavors.
- We promote collaboration while developing personal leadership.
- We foster citizenship by encouraging students to develop self-awareness and compassion for others.
- Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

### **Application Materials**

Candidates should submit a resume and letter of interest to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).



### **Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.