



Head of Lower School
Green Vale School – Old Brookville, NY
July 2025

The Green Vale School is a co-educational, independent day school—Pre-Nursery (age 2)-8th Grade—located on a beautiful 40-acre campus on the North Shore of Long Island. Approximately 25 miles from New York City, Green Vale has served families in surrounding suburban communities for over 100 years. The School’s mission emphasizes academic excellence and pays keen attention to the development of the whole child.

The Green Vale School has an opening for a Head of Lower School (LS) (1st-5th Grades) beginning on July 1, 2025. Ideal candidates should have 3-5 years of experience in a similar role.

This individual will demonstrate the following qualities and competencies:

- A passion for working with students and teachers
- A commitment to diversity, equity, and inclusion
- A collaborative administrative style
- Strong interpersonal, verbal, and written communication skills
- Integrity, energy, and a sense of humor
- Effective decision-making skills
- Knowledge of curricular and developmental issues
- Instructional leadership

Primary Function:

The Head of Lower School provides administrative leadership and promotes an educational philosophy and school climate that encourages a cooperative and participatory attitude for all teachers and students. The Head of Lower School will develop and implement policies, programs, curriculum, and budgets to promote each student's educational



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
T 617.542.0260 · F 617.933.3426
search@carneysandoe.com · carneysandoe.com

development and the professional development of each staff member.

The Head of Lower School is expected to demonstrate the highest ethical and professional behavior when working with students, parents, and school personnel. This individual will exhibit character development and good citizenship as a role model. The Head will demonstrate the importance and relevance of learning, accept responsibility, demonstrate pride in the education profession, and encourage teachers to do the same. The Head of Lower School will be visible to students, teachers, parents, and the Board.

Additionally, the individual in this position implements the School's broad goals and strategic plans. They are asked to lead and facilitate excellence in a caring/nurturing environment to implement the



School's mission. The Head of Lower School reports directly to the Head of School.

This individual will demonstrate the following qualities:

Supervisory Responsibilities

- Hire and acclimate classroom and special subject teachers
- Observe, counsel, and motivate personnel toward performances to ensure professional growth and the delivery of the educational goals of the School
- Conduct ongoing evaluation of faculty through an established evaluative process
- Hire substitute, leave replacement, and ancillary teaching staff
- Conduct and/or arrange faculty meetings and in-service training
- Analyze and communicate the results of student screenings
- Read and edit all student reports written by faculty
- Assign job descriptions and teaching loads

Curriculum/Program

- Oversee the academic, emotional, and social growth of our students



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- Work with faculty to investigate, develop, and coordinate curriculum in all subject areas
- Continually evaluate existing programs and practices, curriculum content, and coordinate and implement new curriculum when applicable
- Encourage and initiate continued improvement in curriculum and teaching methods in cooperation with the Head of School, Department Heads/Coordinators, subject area specialists, and faculty
- Implement standardized testing and screenings at every grade level—review results with appropriate dept. heads/coordinators/teachers to identify strengths/weaknesses
- Lead regular child study team meetings with teachers, the school psychologist, and/or the Academic Resource Center staff to identify and support students of concern

Community/School Relations

- Plan and conduct Back to School Night, assemblies, and other special events and meetings
- Communicate and correspond with parents regularly and encourage faculty to do the same
- Build strong relationships with parents in coordination with the advancement team.
- Establish a parent communication system, including parent conferences, student progress reports, and informal conversations via email or phone.
- Oversee and facilitate extra-curricular activities
- Encourage teacher and student relationships and participation in both local and global service opportunities
- Establish and foster ongoing relationships with community organizations/institutions

Admissions-Placement

- Serve as an integral member of the Admissions Committee
- Participate in Open Houses, screenings, phone calls for prospective families/students
- Act as liaison within community organizations to promote the Green Vale brand
- Assist the Admissions Dept. in establishing relationships with present and incoming families to ensure positive assimilation into the School community
- Counsel families as to other placement options when GV is determined not to be the place for the student



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Financial

- Oversee the budget for the Lower School division
- Monitor spending for all educational programs/materials/equipment associated with the delivery of the educational program

Other Expectations:

- Create, advocate for, and provide excellent stewardship of the School's resources
- Think strategically
- Communicate proactively with the Head of School
- Child-centered focus
- Intrigued with and inspired by technology

Annual Salary Range: \$130,000-\$150,000

To Apply

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

- A cover letter expressing interest in this particular position
- A current resume with all dates included
- A list of five (5) professional references with the name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission and not before a mutual interest has clearly been established)

to John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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