



HEAD OF GRADES K-4



MARK
DAY
SCHOOL



OUR MISSION

Innovative and full of heart, Mark Day School nurtures each child to pursue their curiosity, think critically, embrace challenge with courage and joy, and work in partnership with others to build more caring and inclusive communities.

MARK DAY SCHOOL AT-A-GLANCE

Mark Day School is an independent, all-gender, K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures each child to pursue their curiosity, think critically, embrace challenge with courage and joy, and work in partnership with others to build more caring and inclusive communities. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas but also for their joy of learning and a deep sense of responsibility to be active, engaged citizens.

Mark Day School has established a consistent practice of thoughtful innovation in its curricular program, focusing on school-wide structural approaches to develop current century skills and concepts including four cross-disciplinary literacies: cross-cultural literacy, media and information literacy, eco-literacy, and social and emotional literacy. Highlights include the award-winning Media Literacy program; well-established local and global partnerships with Ritter Center Adopt-A-Family, Vivalon, eSibonisweni School and Kliptown Youth Program in South Africa, Beijing Experimental Primary School #2 in China, and RenAi School in Taiwan, among others; interactive whiteboard and soundfield technology in every classroom, with a one-to-one laptop program beginning in sixth grade; Mandarin and Spanish language beginning in kindergarten; an integrated Social and Emotional Learning program; a commitment to differentiation across the school; and more.

Mark Day School is a vibrant and diverse community, and all community members continue to work towards the furthering of an inclusive and supportive school. Mark Day School is an equal opportunity employer committed to excellence through diversity and multiculturalism. Mark Day School salary and benefits are very competitive by both NAIS and regional standards. For more information about Mark Day School, please visit our website (www.markdayschool.org).

380 students K-8

20+ years average faculty experience

7:1 overall student:teacher ratio

40% students of color

4 global partnerships

2 languages taught K-8

25% of families pay below the top of the tuition index



HEAD OF GRADES K-4

FULL-TIME / BEGINNING JULY 2025

COMPENSATION: \$170,000-\$210,000 annually

Mark Day School seeks an innovative, experienced teacher/administrator for Head of Grades K-4 beginning July 2025. The Head of Grades K-4 reports to the Head of School, serves as a member of the Administrative Team, and leads the curricular and co-curricular programs of kindergarten through 4th grade, including faculty hiring, professional development and evaluation, curriculum advancement, integration of technology, development of student life, and parent/guardian education. The Head of Grades K-4 serves as part of the Academic Leadership team, which works collaboratively to lead strategic advancement of teaching and learning at Mark Day.

Candidates should have a track record of strong leadership, management, and interpersonal communication skills as well as the inclination and experience to work in a diverse community focused on issues of inclusion, equity, and social justice.

The specific responsibilities of the Head of Grades K-4 include the following:

Academic Leadership

- In partnership with the Academic Leadership team, lead academic program development, implementation, and evaluation.
- Lead the structural development of disciplinary skills and competencies, cross-disciplinary literacies, and metacognitive skills in the school's approach to teaching and learning for grades K-4.
- Lead development, design, and administration of student assessment, including disciplinary, cross-disciplinary, and metacognitive skills and competencies.

Faculty

- Support, counsel, supervise, and evaluate K-4 faculty through formal and informal observations, discussions, and conferences.
- Lead the recruitment and hiring process for new K-4 faculty, in consultation with the Head.
- Collaborate with the Academic Leadership team to lead the professional development of faculty, including overseeing faculty participation in professional growth opportunities.
- Supervise the Director of Learning Services and K-4 School Counselor.
- Supervise the Director of Extended Day and Summer Programs.
- Organize playground supervision, including staffing and scheduling.
- Supervise Support Teachers in grades K-4.
- Lead relationships with outside teacher education programs including Dominican University; lead the teaching fellow program.
- Oversee substitute teachers in grades K-4.

Students

- Collaborate with learning services specialists and counselors to lead responses to individual academic or social needs of students.
- Collaborate with faculty and school counselors to assist faculty with counseling and discipline of students.
- Coordinate with faculty to offer lunch activity options for K-4 students.
- Meet with parents and guardians new to the school and as needed.
- Schedule and attend parent/guardian conferences as needed.
- Oversee K-4 events, including regular communication with parents.
- Collaborate with the Academic Leadership team to lead parent education events focused on K-4 parents and guardians.
- Determine class placement for students in grades K-4, after reviewing teacher recommendations.
- Supervise the maintenance and appropriate transfer of student files.

- Counsel students and parents; make referrals as needed, including to outside support services. Review report cards.
- Facilitate student access to summer enrichment programs.

Other

- Collaborate with the Head of Grades 5-8 to create the all-school schedule of classes.
- Participate on the Admission and Indexed Tuition Committees.
- Assist with screening of potential Kindergarten students and other new students.
- Participate, as needed, on committees of the Board of Trustees.
- Oversee Outdoor Education planning in Grades 3-4. Approve field trips.
- Collaborate, as needed, with the Development Office, Admission Office, Business Office, and Director of Extended Day and Summer Programs.
- Assist in the development of the annual and monthly calendars.
- Assist with evening school functions.
- As needed, provide updates to the Parent/Guardian & Student Handbook.

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; and**
- **A list of five 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.