



**Preschool & Lower School Division Head
Ridgefield Academy – Ridgefield, CT**

July 2025

Position Overview

The Preschool & Lower School Division Head is a dynamic and inspirational leader who will cultivate a joyful, inclusive, and empowering learning environment for our youngest students. This role champions the school's mission by celebrating childhood, fostering a love of learning, and nurturing mutual respect within the school community. The Division Head will oversee the daily operations of Preschool through 3rd Grade, ensuring that every child feels valued, supported, and inspired to be their authentic self while supporting and leading a group of faculty and staff.

Primary Responsibilities (include but are not limited to)

- **Educational Leadership and Vision:**
 - Articulate and implement a clear and inspiring vision for the Preschool & Lower School that aligns with the school's mission, beliefs, and values.
 - Oversee curriculum development and implementation, ensuring that it is engaging, age-appropriate, and fosters a love of learning.



**Carney
Sandoe**
& ASSOCIATES

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- Cultivate a culture of high standards and accountability for students, faculty, and staff, while also celebrating the joy of childhood.
- Model respectful and curious behavior about life and learning, inspiring both students and faculty.
- Support faculty in implementing innovative and inquiry-based programs that promote student agency and empower them to be their authentic selves.
- **Faculty and Staff Development:**
 - Recruit, hire, train, and supervise a talented and passionate team of educators and support staff.
 - Provide ongoing mentorship and professional development opportunities for faculty, fostering a culture of continuous growth and collaboration.
 - Empower faculty to create inclusive and supportive classrooms where every child feels safe to express their true selves.
 - Encourage leadership development in teachers by promoting team leadership roles and structured mentor programs.
- **Community Building and Partnerships:**
 - Foster a strong sense of community among students, faculty, parents, and staff, built on mutual respect and shared values.
 - Maintain open and transparent communication with parents, providing regular updates on student progress and addressing any concerns in a timely and supportive manner.
 - Build strong partnerships with mission-aligned organizations and community groups to enhance student learning experiences and promote the school's values.
 - Serve as a preschool and lower school liaison to our parents association, fostering a collaborative and supportive relationship.
 - Attend Administrative Meetings and be an active participant in planning and strategizing for the school.
- **Operational Management:**
 - Oversee the day-to-day operations of the Preschool & Lower School, ensuring a safe, organized, and joyful learning environment.
 - Manage classroom placements, schedules, and school events, ensuring a smooth and positive experience for all students.



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- Collaborate with the admissions team to attract and enroll mission-aligned students and families who will contribute to the school's vibrant community.
- Oversee the division's budget, ensuring responsible and effective resource allocation.
- Manage the Front Desk Coordinator and provide guidance and support of the front office function and needs.
- **Student Support and Well-being:**
 - Partner with the Student Support Team to provide comprehensive support for students' academic, social, and emotional needs.
 - Cultivate a warm, supportive, and age-appropriate learning culture that celebrates each child's unique strengths and challenges.
 - Foster an atmosphere of creativity, collaboration, and innovation where students feel empowered to take risks and express themselves freely.
 - Ensure that students are at the center of all planning, vision, and the daily life of the school.

Qualifications and Experience

- Minimum of a Bachelor's degree from an accredited university; advanced degree preferred.
- Proven leadership in a preschool and lower school setting, with a demonstrated commitment to celebrating childhood and fostering joyful learning.
- 5+ years of teaching or school administration experience, preferably in an independent school environment.
- Exceptional communication and interpersonal skills, with the ability to build strong relationships with students, faculty, parents, and staff.
- A passion for empowering individuals to be their authentic selves and a deep commitment to fostering a culture of mutual respect and inclusivity.
- Strong organizational and problem-solving skills, with the ability to manage multiple priorities and adapt to changing needs.
- Experience with inquiry-based learning and a commitment to ongoing professional development.



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To Apply

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

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement
4. Reference List

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



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