



Lake Ridge Academy

Director of Lower School

LEADERSHIP OPPORTUNITY STATEMENT

37501 Center Ridge Rd., North Ridgeville, OH 44039

Deadline: November 29, 2021 lakeridgeacademy.org Independent Day School: Grades K-12

LAKE RIDGE AT A GLANCE

Founded: 1963

Type: Co-Ed Day
School

Grades: K-12th

Lower School
Enrollment: 160

Average Class Size: 12
to 14

Diversity: 35%
Students of Color

Average Tuition:
Family Individualized
Tuition assures
equitable and
transparent tuition

Professional
Affiliations: NAIS,
ISACS, OAIS, CCIS,
College Board



About Lake Ridge Academy

Lake Ridge Academy is an independent, nonsectarian day school with co-educational classes from kindergarten through grade 12. Founded in 1963, Lake Ridge Academy is the only independent college preparatory school on Cleveland's west side. Today, the school serves about 415 students with a Lower School (grades K-5) enrollment of approximately 160. The school is located on a 93-acre campus in North Ridgeville, a suburb 25 miles west of Cleveland. Our students, who represent diverse ethnic and racial backgrounds, come to Lake Ridge from over 40 surrounding communities.

The mission of the school is to send into a changing world confident young people of integrity who think critically and creatively while embracing the joy of lifelong learning. We reaffirm our dedication to this mission by understanding that a commitment to diversity, equity, and inclusion across our organization helps us to nurture students' integrity and prepare them for just such a changing world.

Throughout the Lower School, we consider the social curriculum to be just as important as the academic curriculum. The core of our Lower School classroom environment is the Responsive Classroom philosophy, and is evident in every Lower School classroom in various forms. More specifically, during the first six weeks of school this philosophy is used to establish routines, classroom rules and expectations, and create a respectful community between the students and teachers. We also believe art, music, world languages, technology, library time, and physical education are as important as language arts, math, science, and social studies. Each of our students take French and Spanish through 2nd grade, before focusing on the language of their choice in 3rd-5th grade. Students have the opportunity to take strings starting in 4th grade, in addition to music which is part of our curriculum K-5. We ground our academic program in the study of the natural world, taking advantage of our 93-acre campus through authentic learning opportunities such as growing pumpkins, studying the life cycle of butterflies, tapping Sugar Maple trees, reenacting life in 1803 Ohio, and observational

journaling in our “Eyewitness” program. Fifth graders study at OSU’s Stone Lab on Gibraltar Island. Lake Ridge also has a strong school culture that features many innovative co-curricular programs, including Year of Service Kick-Off Day, Holiday Project, and Culture Fest. Lower School students benefit from our small class size (average of 12-14 students per class) taught by 21 dedicated Lower School faculty. Lake Ridge prides itself on the strength of its faculty; most importantly, our teachers make individual connections with students that allow highly personalized instruction and create an environment where each student is truly well known.

The Position

Lake Ridge Academy seeks a highly collaborative, dynamic, and committed educator to serve as Director of its Lower School starting in July of 2022. The Director of the Lower School will be responsible for all day-to-day operations for our K-5 lower school division, joining the Director of Middle School (6-8) and Director of Upper School (9-12) in leading the academic and student life of the school. The Director of the Lower School will report to the Head of School and will serve on the Leadership Team.

Salary will be competitive with other independent schools of a similar size. In addition to common employee benefits including health insurance subsidized by Lake Ridge Academy and a 403(b) plan, Lake Ridge provides a generous tuition remission program for children of employees. Lake Ridge Academy will provide equal employment opportunity without regard to race, color, sex, gender, gender identity, age, religious affiliation, sexual orientation, disability, ethnic background, or country of origin.

Job Responsibilities

The Director of the Lower School will:

- Work closely with experienced educators to support and encourage their continued success and celebrate their many accomplishments.
- Serve as the educational leader of the Lower School, responsible for all aspects of its daily operations, including its academic program, teaching and learning, co-curricular programs, and student life.
- Serve as a member of the school-wide Leadership Team, and collaborate closely with other areas of the school, including the Middle and Upper School, and the offices of Advancement, Enrollment Management, and the Business Office. Participate in school-wide strategic and operational decisions.
- Model the school’s four core values of **personal best, respect, integrity, and scholarship** both inside and outside of classroom experiences.
- Engage faculty with best practices to support appropriate child development and learning.
- Lead all Lower School curricular assessment and planning, ensuring coordination with the other school divisions.
- Hire, supervise, and evaluate all Lower School teachers.
- Oversee the professional development of all Lower School faculty, ensuring all teachers have opportunities to hone their craft, with special attention paid to training related to the Responsive Classroom and related social-emotional learning techniques.



- Work with other divisions and implement opportunities for Lower School students to interact with older students to support a “One Lake Ridge” culture at the school and integrate the school across divisions.
- Honor the culture and history of Lake Ridge Academy; help create an environment that fosters a lifelong relationship with the school.

Minimum Requirements



- At least five years of experience teaching lower school students, ideally in an independent school environment.
- Experience mentoring, coaching, and leading teachers in a lower school environment. This experience could come from any number of previous positions, including but not limited to department chair, director of studies/faculty, director of teaching and learning, assistant head of lower school, or head of lower school.
- The ability to build close and authentic relationships with teachers, students, and parents.
- A commitment to embracing and supporting the culture of Lake Ridge, balanced by the ability to gain support for innovative changes.
- The successful candidate will be able to demonstrate that he or she has a proven track record of collaboration, flexibility, and innovation in a school environment. He or she should have a strong knowledge about best practices in lower school pedagogy, as well as experience in curriculum planning and development.
- Demonstrate a commitment to issues of diversity, equity and inclusion, including supporting students and teachers of all races, ethnicities, ages, religions, physical abilities and appearance, gender and sexual identity, socioeconomic status, education, marital status and diversity of thought.
- Comfort and experience with successful conflict resolution.
- Solid academic credentials including, at a minimum, a bachelor’s degree and a demonstrated commitment to continuous learning and professional development.
- A pre-employment background check will be conducted on the successful candidate, including a criminal history check, credit check, and confirmation of prior employment and educational background.

Additional Desired Requirements

- One or more advanced degrees in school administration or a related field, preferably in independent school leadership.
- Previous experience with teaching and/or leading using the Responsive Classroom philosophy.
- A strong commitment to independent school teaching and learning, ideally in a K-12 learning environment.
- Comfort and experience working in an environment with limited resources.

Next Steps

- Interested candidates should email a cover letter addressed to Human Resources, a resume, and a statement of educational philosophy, all in PDF format, to careers@lakeridgeacademy.org. The cover letter should speak directly to why you are a good match for the position and the school.
- The interviews will take place in two rounds:
 - Round One: A confidential two-on-one interview with the Head of School and the co-chair of the search committee, which may happen on or off campus, during the day or after hours. For local candidates this interview will likely be in person, for candidates in other locations it will likely be via teleconference. Round one interviews will likely take place in late November or early December of 2021.
 - Finalists: A full day on campus (in person) at Lake Ridge Academy, meeting with the search team, which will include lower school faculty as well as members of the school leadership team. Candidates will also have a chance to interact with students, tour the campus, and meet with parents. This will be a very full day that may include dinner. Finalist interviews will likely occur in January of 2022.
- Offer: We plan to make an offer by January 31, 2022, for a start date no later than July 1, 2022.

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