



Position Statement Lower School Director Search Polytechnic School

Pasadena, California
Start Date: July 1, 2024



Lower School Director Position Statement



Founded in 1907, **Polytechnic School** has an established history of challenging and inspiring young people to become, in the words of Head of School John Bracker, “multitalented, intellectually ambitious citizens of the world.” Enrolling 870 students in Kindergarten through 12th grade and nationally recognized for the strength of its programs, Poly embraces the philosophy of promoting “thinking and doing” among its students, which is evident in the unique combination of intellectual freedom and robust challenge that prepares them for future success. The foundation for that success begins in the Lower School.

A parent described Poly’s Lower School as “a special place for children to grow and develop as citizens and learners, through a focus on community building, social-emotional development, and academic skills and confidence.” Passionate and experienced faculty deliver a rich, developmentally appropriate program that provides challenge and support to ensure students thrive in Lower School and beyond. Classes are small—with sections of 15 in K-2 and 22 in grades 3-5—to ensure that teachers know the needs and learning styles of each student. Singapore Math and the Orton-Gillingham approach to reading

underpin a thoughtfully developed curriculum. One hallmark of Poly’s Lower School program is the number of subjects beyond the core academic disciplines. These include Library and Technology, Performing Arts, Science, Spanish, Visual Arts, and Physical Education, so students have many teachers who know and support them through their time in Lower School. Diversity, equity, and inclusion are important commitments at Poly that are woven into curricular programming. The extensive co-curricular program includes the Global Initiatives Program, Panther Pods, service learning, social-emotional wellness, Student Council, and Poly Extended Program. An instructional coaching model and commitment to robust professional development ensures that faculty are always honing their skills.

Poly sits on a beautiful 15-acre campus across the street from Caltech in Pasadena, CA. Famous for the annual Rose Parade and Rose Bowl Game, Pasadena is a diverse community of approximately 140,000 people 11 miles northeast of downtown Los Angeles. The Lower School resides on Poly’s North Campus and has several buildings surrounding four courtyard play spaces. The open-air setting uniquely suits the needs of younger students and includes light-filled classrooms, modern library and media center, three STEAM playgrounds, Science lab, Kindergarten garden, outdoor pool, two gyms, and athletic fields.

Polytechnic School seeks a dynamic, visionary, collaborative, and forward-thinking Director to provide strategic direction to the Lower School. Reporting to the Head of School and serving as a senior leadership team member, the Lower School Director will leverage their program expertise, passion for children, and leadership experience to ensure that the division thrives with a robust curriculum, excellent teaching, and strong partnership with families. The new Director will work collaboratively with the other division directors to ensure continuity and strength of the K-12 program.

To learn more about Poly’s Lower School, visit www.polytechnic.org.

Lower School Director Position Statement



STATEMENT OF DIVERSITY, EQUITY, AND INCLUSION

Diversity of ideas, experiences, and identities within the school enriches the experience of everyone and inspires transformative teaching and learning. At Poly, we celebrate and value the uniqueness of each individual in the community to fulfill the school's mission and vision.

An inclusive community fosters academic excellence and personal growth to ensure that all students are seen and heard, empowering every student to be authentic. Faculty and staff practice inclusivity and appreciation to create a safe learning environment where differing viewpoints and multiple perspectives are expressed and honored. Conformity of thought is not required. At Poly, we value all cultures and ethnicities and the richness they bring to our shared community. Poly strives to ensure all families experience a sense of belonging and are able to participate fully in the life of the school.

We believe all members of the Poly community share a collective responsibility to foster an equitable and just community. We strive to:

- *Value and create connections amongst all members of the community;*
- *Weave the practice of diversity, equity, and inclusion into the curriculum and fabric of the school;*
- *Seek and provide feedback to promote growth;*
- *Approach decisions with integrity, kindness, and generosity;*
- *Encourage empathy and see the best in each other.*

VISION AND MISSION

We envision a community of students, inspired by transformative teaching, who will contribute profoundly to the world as intellectual leaders.

We develop the unique intellect, talents, and character of each student in a community dedicated to academic excellence, personal responsibility, and service to others.

POLYHONOR

As a member of the Polytechnic community, I will act to foster inclusion and to promote excellence in all that I do. I commit to approach my decisions with integrity, kindness, and generosity both on and off campus.

Lower School Director Position Statement



RESPONSIBILITIES, OPPORTUNITIES, AND CHALLENGES

The next Lower School Director should be prepared to collaborate with a forward-thinking and devoted school community to fulfill the School's mission and to lead the division wisely and confidently into the future by embracing current challenges and seizing new opportunities. These include but are not limited to:

- Leading a joyful, diverse, energetic, and purposeful Lower School where everyone, without exception, belongs;
- Articulating a clear vision and identity for the Lower School and promoting it both internally and in the broader community;
- Being visibly present for students, faculty, and parents; building community and acting as chief Lower School ambassador;
- Recruiting, managing, inspiring, supporting, and retaining excellent, diverse, and representative faculty and staff;
- Appropriately and effectively engaging parents;
- Evaluating existing programs and making necessary changes to ensure Lower School students at Poly are developing the skills and attitudes articulated in the [Portrait of a Graduate](#) and are prepared to thrive in Middle and Upper School;
- Building upon the culture of collaboration, trust, and professional growth in the division.

Lower School Director Position Statement



KEY QUALIFICATIONS AND QUALITIES

The successful candidate for Lower School Director at Polytechnic School will be a mission and values-driven leader who embodies and demonstrates most, if not all, of the following skills, qualities, characteristics, and experiences:

- Elementary teaching experience required, administrative experience preferred;
- A learner who leads with curiosity and openness to new ideas and best practices in curriculum and pedagogy;
- Ability to develop and implement a vision for Lower School;
- A stellar communicator in writing and public speaking and with all constituencies;
- Demonstrated commitment to and experience with supporting an equitable and inclusive school culture;
- A decisive consensus builder who seeks input and stands by decisions;
- An engaged, visible presence with students, faculty, and parents;
- A transparent, authentic, empathic, humble, and joyful leader.



APPLICATION PROCESS

Polytechnic School has retained Resource Group 175 to support the search for its Lower School Director. To apply, interested candidates must submit a cover letter, resume, and personal statement. Candidates may submit these materials online at: <https://rg175.com/candidate/signup>

Application deadline: **December 1, 2023**

Start date: **July 1, 2024**

For inquiries or if you would like to nominate a candidate for this position, please contact Tony Featherston at tfeatherston@RG175.com.