



# Lower School Assistant Principal July 2020



FRIENDS'  
CENTRAL  
SCHOOL

Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096  
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

**Educating for Excellence Since 1845 • [friendscentral.org](http://friendscentral.org)**



**Mission:** We cultivate the intellectual, spiritual, and ethical promise of our students

**Vision:** To awaken courage and intellect – and peacefully transform the world

### **Friends' Central School Overview**

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

### **Lower School Assistant Principal**

Friends' Central seeks an Assistant Principal for our Lower School Division (Nursery-grade 5). This is a full-time position beginning in July 2020. Candidates should have at least five years of experience teaching elementary-aged students, as well as an advanced degree in a related field.

The Lower School Assistant Principal is a 12-month employee who reports to, and works in partnership with, the Lower School Principal. In the absence of the Lower School Principal, the Assistant Principal acts as the administrator in charge of the division. A successful candidate will demonstrate knowledge of current research around teaching and learning, have an understanding of the developmental needs of 3-11 year-old students, and possess excellent interpersonal and communication skills.

**Duties include:**

- Understanding of and commitment to the School's Quaker values and mission
- Enhancing the School's commitment to diversity and inclusivity
- Program planning and curricular development
- Partnering with the Principal to provide support, consultation, observation, and evaluation of Lower School faculty
- Working with families regarding academic, social, and disciplinary concerns
- Designing mentoring programs for and supervising full- and part-time assistant teachers
- Overseeing safety reviews and procedures
- Overseeing the Center City Extended Day Program and working closely with the Director
- Supporting student assessment – report writing, standardized testing, and periodic evaluation
- Building Lower School class schedules and assigning faculty and staff duties
- Overseeing Lower School systems and logistics, such as the lunch program, substitute teachers, and transportation
- Helping to plan and lead Lower School faculty meetings and family events
- Supporting Lower School admissions practices
- Working with grade-level teams to incorporate best practices in teaching and learning

Interested candidates should send a resume and cover letter to [careers@friendscentral.org](mailto:careers@friendscentral.org).

*Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#). For more information about Friends' Central, visit [friendscentral.org](http://friendscentral.org).*

