



San Francisco Day School



**Lower School Head
Grades K-4**

Leadership Opportunity
San Francisco, California
400 Students
Kindergarten-Eighth Grade
www.sfdayschool.org

INTRODUCTION TO SAN FRANCISCO DAY SCHOOL



For 37 years, San Francisco Day School has remained committed to providing young children with a supportive, dynamic co-educational experience in which to learn and grow. Children are challenged and nurtured, and the partnership between parents and school thrives in a diverse and inclusive community.

Today, the school enrolls 400 students in grades K-8; 221 of those students in the lower school (K-4). By thoughtful design and planning, an SF Day education engages heart, mind, and body with curriculum aimed to support each individual learner from kindergarten through eighth grade. SF Day is committed to teaching children of all genders and embraces the uniqueness of every child. The school's goal and role is to help every child discover their passions, pursue their interests, and develop their gifts and talents.

San Francisco Day School is located in the heart of the city, across the street from University of San Francisco. The urban campus is less than an acre but has 55,000 square feet of indoor space. The buildings provide spacious classrooms, art and music studios, science and math laboratories, a 21,000 volume library and media center, a gymnasium/theater, a cafeteria and activities room, an after-school program center, and two outdoor play areas.

As a city school, SF Day takes every opportunity to connect students with the resources of San Francisco as well as the outdoors. The city provides an important learning laboratory and its rich cultural resources serve to support and enhance the curriculum. Service learning plays a key role in both lower and upper school; lower school focuses on parent-child volunteer opportunities outside of school, and upper schoolers work closely with city programs such as the San Francisco-Marin Food Bank and Glide Memorial Church to learn from and give back to the community.

SF Day enjoys the accreditation of California Association of Independent Schools (CAIS). The school recently completed and submitted a comprehensive and inclusive self-study to renew its CAIS accreditation and is looking forward to the CAIS team visits in March 2019. The school is a member of the National Association of Independent Schools (NAIS), Independent School Data Exchange (INDEX) and Seeking Equity and Excellence in Education (SEED).

San Francisco Day School: Mission and Beliefs

San Francisco Day School educates, nurtures, and inspires girls and boys of diverse backgrounds to achieve their highest academic and creative potential, to embrace ethical values, and to become active contributors to their communities.

At San Francisco Day School, we believe that when intellect and imagination are intertwined, students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day, we help our students emerge as flexible, resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

SF Day Values

- Experiences that bridge intellect + imagination
- Mindsets that encourage and empower growth
- Community relationships that inspire and connect
- Diversity that is broad, evolving, and enriches everyone
- Responsibility to ourselves, each other, and society

THE LOWER SCHOOL (K-4)



At SF Day, teachers seek and build connections throughout all curriculum, starting in kindergarten. The educational curriculum is intentionally designed so that the creative enhances the academic and the academic enhances the creative. Every aspect of the program, from the strength of the academic program to the commitment to the arts, development of physical skills, and service learning, is built upon the school's philosophy and goals for students. The SF Day program teaches mastery of reading, writing, and mathematics together with critical thinking, systems thinking, and design thinking.

In the lower school (grades K-4), each classroom has a lead teacher and teaching fellow supported by learning specialists to provide students with the support they need. Lower school faculty is comprised of 40+ members, and the division is a close-knit group of individuals who are incredibly passionate about teaching young learners. The lower school team is well-experienced in the developmental traits of children and create caring, respectful relationships with the students.

The school strives to provide an aligned K-8 educational experience and to that end, each grade level has an inquiry-based theme and essential questions that set a foundation and pathway for the next grade:

- Kindergarten - Context, Connections & Differences
- First Grade - Parts of a Whole: Communities & Systems
- Second Grade - San Francisco: Identity, Empathy & Equity
- Third Grade - Interconnectedness: Exploring Relationships
- Fourth Grade - Advocating for Ourselves, Others & Our Community

The overarching curriculum design is intentional and incorporates programs including Lucy Calkins' Readers and Writers Workshop, Cathy Fosnot's mathematical principles, and guidelines from Responsive Classroom. Lower school students don't just study science and math; they are encouraged to step into the role of a scientist, to think like a mathematician, to become an artist, or historian. Each lesson is an opportunity to gain experience and build on their learning from one subject to the next, from one grade level to the next. As such, SF Day students attend a math lab and a science lab as first graders. These labs provide hands-on experience through complex and project-based learning units.

Art, music, physical education, drama, outdoor education, service learning, and media literacy also have important roles in the education of an SF Day student. These subjects reaffirm the school's commitment to developing engaged, thoughtful, and well-rounded students. The SF Day school experience culminates in Investig8, the eighth grade project showcase in which students demonstrate the passions and skills they have been developing while enrolled at SF Day. The school prides itself on guiding and preparing students to discover the right school for them, be it a top secondary school in the Bay Area or a highly competitive boarding school outside of the city.

ACADEMIC & CO-CURRICULAR PROGRAMS



SF Day utilizes Universal Design for Learning (UDL) as a framework to guide curriculum development and ensure that all students have access to learning. Teachers get to know each and every child as a unique learner in order to design units that provide opportunities for each individual to engage in learning that works best for them. Each student develops an understanding of who they are as learners so that they may self-advocate as they advance their own experience and knowledge. There are two UDL coaches (K-4 & 5-8) who provide teachers with guidance, reviewing curriculum and developing strategies for specific units and students.

As a K-8 school, SF Day strives to align the learning journey from grade to grade and enable students to learn from and interact with each other outside of class and grade alone. The school has

long practiced an Artist of the Month program, often with an Artist in Residence, and all students study the same artist, noting their techniques, influences, background and vision. The end of the school year culminates with an all-school art show with galleries showcasing works from students at each grade level, with third graders acting as docents leading guests around each gallery. There is also a K-8 Buddy program, where students are paired with “buddies” from another grade (Kindergarten and eighth grade is one example) and the pairs participate in activities throughout the year. This fosters a strong community and provides older students with the opportunity to model positive behavior for their young peers.

By the time SF Day students graduate, they’ll have performed as singers, actors, and musicians in nine soiree productions, at least two lower school plays, one Greek Night, and three Shakespeare plays. Performance allows students to demonstrate new skills, develop confidence in expressing themselves in front of an audience, foster a positive feeling of ensemble with their peers, experience the joys of performing, and practice being supportive audience members.

At San Francisco Day School, innovation and technology are integrated into the curriculum as part of the school’s commitment to helping the students of today become the creative problem solvers of tomorrow. Teachers innovate with classroom activities and projects that engage students in their own learning and deepen understanding. The school’s integrated technology efforts feature one iPad for each student in grades 1-8. iPad carts in Kindergarten, laptop carts and desktop Macs, robots of many flavors, and new ways to code, tinker, and build enhance the experience of every student. The school’s teachers partner with the innovation and technology team to design learning activities that stimulate problem solving and nurture creativity. All teachers work closely with parents and guardians to foster positive, safe, and age-appropriate use of technology.



In the lower school, community and service learning are also core to the learning experience. Fourth graders design and lead community meetings regularly and also offer their services to support the rest of the school community.

SF Day also carries over its intentionality and learning into afterschool activities in its After-school Enrichment Program (AEP). The school understands that each student has individual needs and our program allows families to customize their after-school schedule to best fit the needs of their student. Families may choose to allow students to play, complete their homework, or participate in enrichment classes. AEP also provides support when school is not in session. Day camps are designed to keep students engaged in learning while also offering time to play and socialize with others. AEP also offers club-based learning opportunities throughout the day to give students the time for more structured activities.

OPPORTUNITIES & CHALLENGES

Dr. Mike Walker has served as Head of School since 2015. He sees curriculum as an integrated whole in which all of the disciplines of learning, from the academics to the arts, shape the world view of the students as they discover and develop their passions and talents. SF Day continues to thrive under his leadership; its well-earned reputation is broadly recognized in the Bay Area, which is reflected in its robust admissions and low attrition. The school's financial stability has dramatically strengthened with a \$28.6 million endowment; highest among its peer schools.

SF Day extols the value of being a lifelong learner in part because its faculty members are themselves constantly working to improve their pedagogy and their skills as teachers. To uphold and support ongoing professional development, SF Day significantly invests in opportunities for teachers to attend workshops and conferences to develop and revise curricula and learn new instructional methods. The faculty develops enhanced approaches to curriculum based on current educational research, best practices, and knowledge of state and national standards. Each year, students benefit from the renewed passion and knowledge that the teachers bring back to the classroom.

Diversity and inclusion are a hallmark of the SF Day value system. The school recruits, welcomes and celebrates children, families, faculty, and staff that reflect the broad range of diversity in the Bay Area. This is a school community that puts great passion and effort into working together to celebrate and foster empathy, humility, and collaboration across all differences. Through its curriculum and within its community, SF Day works hard to provide “windows and mirrors” for students to learn about the divergent experiences of others and to see themselves and their heritages affirmed in school curriculum.

Lower school faculty is comprised of 48 members, and the division is a close-knit group of individuals who are incredibly passionate about teaching young students. In addition to the Lower School Head, there are other leadership roles that offer support to the teachers: the Dean of Faculty supports parents and students with academic and behavioral challenges, and enhances student services to facilitate a positive and energized school environment; the Lower School Counselor provides support for the social-emotional health and well being for students; the UDL coach provides guidance for inclusive curriculum design and the Teaching Fellows Director provides guidance for teaching fellows each year. This collaborative structure has proven to work well for SF Day and has strengthened the cohesiveness and communication throughout the lower school.

As a member of the SF Day leadership team, the Lower School Head will help advance a highly aligned strategic agenda. As the school advances the campus master planning, which includes work on the programmatically driven design for a new facility, there are opportunities to advance and evolve the curricular model. Experience or interest in multi-aged classrooms or looping models are important considerations, as is the ability and inclination to lead a highly experienced faculty. The current SF Day program is based on staffing models that separate the school from peer schools and national ratios. As such, a leader with the ability to guide the design of a programmatic model that is financially sustainable, efficient, and of high quality are essential qualities.



SF Day At A Glance

Founded: 1981
Co-educational
Non-denominational
Grades: K-8
44 students/grade

Students

Enrollment: 400
41% students of color
50% female; 50% male

Faculty & Staff

Faculty & staff: 101
38% faculty & staff of color

Tuition

Tuition: \$33,904
Financial Aid: \$2.06 million
Average tuition discount: \$23,196

Finances

Operating budget: \$14 million
Endowment: \$28.6 million
Indebtedness: none
Annual Fund: \$1.45 million
Parent participation in Annual Fund: 96%

Accreditation/Affiliations

California Association of Independent Schools (CAIS)
Member, National Association of Independent Schools (NAIS)

QUALIFICATIONS & HOW TO APPLY



San Francisco Day School (SF Day) seeks a Lower School Head to lead a community of 221 kindergarten-fourth grade students and 48 faculty members. SF Day is among the finest K-8 independent schools in the nation and continues to advance the goals articulated by its founders: to develop each child to their fullest potential in a joyful environment that embraces diversity and prepares them for the complex dynamics of the world they will encounter. This position is an opportunity to mentor and lead both experienced teachers and those entering the field. SF Day looks forward to welcoming an inspired leader ready to fully engage with faculty, students, parents, and embrace the spirit and culture of the school.

The Lower School Head reports directly to the Head of School and is a member of the Head's senior administrative team. This person is charged with overseeing all aspects of the division's operation; working collaboratively with the Leadership Team and faculty to guide enhancements within the context of the school's mission. The ideal candidate will have a deep understanding of developmental education, the professional development of teachers, and the deep work of an inclusive and diverse community. The Lower School Head will be responsible for leading an innovative, integrated program that is experiential, project-based, interdisciplinary, and uses the surrounding city and neighborhood as laboratories for learning.

The position requires a visionary who can lead strategically and encourage innovation and creativity in programs and pedagogy. Candidates should also have knowledge of current, research-based best practices for working with children and teachers. The Lower School Head should be an experienced educational leader able to be a parent educator and collaborate with the parent/guardian community.

SF Day is looking for someone who will be a visible and active member of the SF Day community. The Lower School Head will be a good listener who combines strong lower school leadership and teaching experience with a genuine dedication to our school and its mission.

In addition, the Lower School Head will possess:

- A Bachelor's and Master's degree.
- Leadership experience in supervision and professional development.
- Technological savvy, ideally including a working knowledge of FileMaker databases, Microsoft Office Suite, and Google Suite. Willingness and ability to learn new software as necessary.
- A personal style that inspires and builds strong relationships.
- Highly effective communication and collaboration skills.
- Good humor, energy, and strategic vision.

SF Day actively supports equal opportunity for all people and encourage people of color and LGBTQ candidates to apply. SF Day is strongly committed to learning about and promoting cultural competency in all interactions and programs.

To Apply

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email. Apply online at: www.tinyurl.com/SFDayLSHead.

- Cover letter expressing interest in the San Francisco Day School position;
- Current resume;
- Statement of educational philosophy and practice;
- List of five references with name, phone number, and email address of each (references will be contacted only with the candidate's permission).