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**Assistant Head of Early Childhood and Lower School**

**12 month, 1.0 FTE**

The Wellington School, a vibrant PreK-12 independent school in Columbus, Ohio, is dedicated to delivering an exceptional education through both traditional and innovative, hands-on teaching methods. Situated in a city known for its dynamic blend of culture and growth, Columbus offers an inviting and exciting place to live and work, boasting a thriving arts scene, multiple universities and higher education options, expansive Metro Park system, diverse dining, and a welcoming spirit. At Wellington, every member of our community plays a critical role in upholding our values as we help students find their purpose and realize their potential for tomorrow’s world. We strive to provide students, families, and faculty with an educational experience that challenges and inspires, helping all to achieve their fullest potential. Wellington is committed to providing its faculty and staff with professional development opportunities, competitive compensation/benefits package, and a supportive work environment. Diversity and belonging are central to our work, and we invite you to [explore our website](https://www.wellington.org) to learn more about our unique approach to teaching and learning.

The Wellington School seeks a full-time Assistant Head of Early Childhood and Lower School (ECLS) for the 2025 - 2026 school year. The Assistant Head of Early Childhood and Lower School will work closely with the Head of Early Childhood and Lower School to support daily operations and maintain an engaging, supportive, and well-organized learning environment. This person will play a pivotal role in implementing curriculum, handling student conduct, coordinating special programs, and ensuring alignment with the school’s values and mission. This position is a full-time, on-campus role with benefits.

**Key responsibilities and duties of the role:**

* This is a key leadership position that supports the day-to-day operations of the Early Childhood and Lower School division. The Head of ECLS is also the Assistant Head of School for Academics, and this role will be critical in providing the leadership and support needed in the lower division such that the Head of ECLS has the bandwidth for her Assistant Head responsibilities.

Curriculum Support and Leadership

* Deepen and enhance student learning experiences, with a focus on embedding experiential learning into core academic subjects, fostering meaningful, hands-on learning opportunities that encourage critical thinking, creativity, and authentic engagement with the materials
* Collaborate with the literacy and math specialists to support and enhance curriculum implementation
* Act as the lead for the social studies curriculum, guiding teachers in delivering content aligned with the school’s mission and ensuring relevance across grade levels
* Be a resource and leader for ECLS homeroom teachers and special area teachers, providing guidance on curriculum, instructional practices, and student engagement
* Evaluate current schedules and ensure they effectively support instructional goals and operational needs; propose and implement adjustments as necessary
* Serve as acting Head of Early Childhood and Lower School in the absence of the division head, ensuring continuity of programming and support for teachers, students, and families

Family Communication and Student Conduct

* Serve as the primary point of contact for student conduct in the early childhood and lower school divisions
* Engage directly with students to understand incidents, promote reflection, and provide guidance
* Document and follow up on disciplinary matters, ensuring accurate record-keeping
* Communicate effectively with families, keeping them informed of their child’s progress, behaviors, and any actions taken

Special Programs Coordination

* Organize and oversee special programs, including LEAP Days, skiing, Forest Fridays, and other experiential learning initiatives
* Ensure logistics, safety, and program objectives are met for each activity, working closely with teachers, staff, and outside vendors
* Communicate program details with teachers

**We are seeking:**

* An ambitious and collaborative leader
* A solutions-oriented thinker
* A skilled communicator who easily connects with various stakeholders
* A dedicated supporter of teachers and students
* A lifelong learner who exemplifies a growth mindset
* An individual with experience working in diverse communities, possessing strong skills in promoting equity, justice, and belonging across all areas of our work

**The Assistant Head of ECLS will possess the following qualifications:**

* An advanced degree in education or related field is preferred
* Previous experience in an early childhood and/or elementary educational setting, ideally with independent schools
* Strong organizational and communication skills, with an emphasis on family engagement and relationship building
* Demonstrated ability to provide clear, constructive, and supportive feedback to teachers, fostering growth and ensuring alignment with best practices for teaching and learning
* Proven ability to implement discipline policies in a compassionate, fair, and consistent manner
* Experience coordinating and managing special programs or extracurricular activities is a plus
* Commitment to fostering a positive and inclusive environment aligned with the school’s mission and values

**Benefits:**

* Daily work driven by an inspiring mission: To help students find their purpose and realize their potential for tomorrow's world
* Warm and welcoming culture
* Opportunities to participate in school life
* Medical, dental, and vision insurance
* Paid maternity leave
* 403b retirement and contribution match immediately at hire
* 14 paid holidays
* Paid time off, sick days, personal days, and bereavement time
* Wellington tuition remission (50%)
* Free fresh daily lunch during the school year with accommodations for dietary restrictions and preferences
* Free parking
* Work schedule 8 a.m.- 4 p.m. (with periodic evening and weekend work)

Candidates should send materials before December 6, 2024, to Cindy Hahn, early childhood and lower school administrative assistant, at [hahn1@wellington.org](mailto:hahn1@wellington.org). All candidates should include:

* Completed [application](https://www.wellington.org/sites/default/files/2019-03/TWS%20Employment%20App%202019_Interactive_2.pdf)
* Cover letter
* Resume
* Statement of educational philosophy

We believe every person plays a role in making Wellington a diverse, equitable, and inclusive place to learn, teach, and work. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our vibrant, innovative educational community. We embrace diversity and do not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, age, or national or ethnic origin in the administration of our admission policies, financial aid, or employment.