



The Boys' Latin School of Maryland

ASSISTANT HEAD OF LOWER SCHOOL

Baltimore, MD

START DATE: July 1, 2024

SCHOOL OVERVIEW

Founded in 1844, Boys' Latin is an all-boys independent school serving boys in grades K-12. Here, each student is known — for who he is today, and all he will be tomorrow.

POSITION SUMMARY

The Assistant Head of Lower School is a 12-month, administrative position, reporting to the Head of Lower School. The ideal candidate will support the School's mission, goals, and vision; value community; bring a spirit of enthusiasm and energy, and be willing to take thoughtful initiative in a collaborative setting. In addition to administrative responsibilities, the assistant head will teach, part-time, as needed. A master's degree is desired, as is a commitment to academic excellence. An interest in working with boys, an appreciation for single-sex education, and a willingness to be involved in all facets of school life will be valued.

JOB DUTIES AND RESPONSIBILITIES:

School Culture

- Help to create a positive environment, ensuring the academic growth, social / emotional development, and personal discipline for students.
- Assist Head of Lower School in addressing and resolving disciplinary issues and communicating outcomes with parents, students and teachers.
- Plan and coordinate Lower School Community wide events.
- Plan and coordinate Lower School clubs and afterschool programs.

Faculty Growth & Support

- Partner with Head of Lower School in recruiting, hiring and retaining Lower School faculty.
- Lead new teacher training, through on-going going and support for new staff.
- Serve as a consultant to faculty in matters of classroom management, teaching methods and general procedures.
- Assist in the coordination of professional development.

Operations

- Create and manage daily schedules for students and faculty.
- Oversee the development and administration of the Lower School budget.
- Manage, analyze, schedule and communicate results for all educational testing data (ERB, DIBELS, etc.).
- Serve in place of the Head of Lower School when unavailable.

Admissions

- Serve on the Lower School Admissions Committee.
- Attend and plan relevant admissions events.

HOW TO APPLY:

Boys' Latin School Maryland has engaged DovetailED to lead this search. Interested candidates should email a cover letter (addressed to Head of Lower School Greg Schnitzlein), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.

Diversity is central to the work of our School. We believe that the experiences and identity of all members of our community strengthen and enrich our school community, and we actively encourage candidates with diverse backgrounds and perspectives to apply.

