



Director of Lower School

Terra Verde Discovery School
Norman, Oklahoma
July 2024 • terraverdeschool.com



The Opportunity

Terra Verde Discovery School is announcing its search for the Director of Lower School. Founded in 2010, Terra Verde School is an independent, co-ed, school serving 283 students in pre-k through grade 12.

Terra Verde School's mission is to preserve the joys of childhood and learning while emphasizing ecological sustainability, entrepreneurial enthusiasm, and ethical benevolence.

The Lower School (PK-5) is considered extremely strong both within the school community and the wider community of Norman, with full enrollment and little faculty turnover. Described as an incredible place with a family atmosphere, the Lower School is where teachers know and love the students, and these relationships inspire students to do their best. Students are challenged but not overwhelmed and develop a sense of self-confidence as they rise through the Lower School. Students learn to care for each other and what it means "to be a steward." Teachers plan together and support each other, and this collaborative environment enables the division to attract, develop, and retain high-quality faculty.

The Director of Lower School sets the division's tone and ensures that students and teachers are supported to do their best. The Director leads the administrative team in the division and coordinates curriculum development. The Director also oversees disciplinary matters. The next Director of Lower School will have a passion for children and be an experienced educator with excellent management skills and knowledge of child development principles. They will possess the integrity, patience, warmth, and sense of humor necessary to build authentic relationships and preserve Terra Verde's family atmosphere.

Norman, Oklahoma continues to grow and offers a blend of charm and modern amenities, providing residents with a fantastic college town lifestyle.

Terra Verde Discovery School is an independent, co-ed, school serving 283 students in Pre-kindergarten through grade 12.

To Apply

Please complete the online [Application](#) and submit a cover letter explaining your interest in and qualifications for this position.





Performance Objectives

Build Authentic Relationships with Students, Colleagues, and Parents

One of the Lower School's strengths is its family atmosphere. At the heart of this family-oriented school are the passionate and dedicated teachers who genuinely care about each student's well-being and academic growth. Parents are actively involved in the school community and are seen as partners in their children's education, and these partnerships make students feel safe, valued, and eager to learn. The next Director of Lower School will foster the care and collaboration that sustain this family atmosphere. They will invest in relationships and facilitate communication between parents, teachers, and administrators to maintain the nurturing environment that has become key to the Lower School's success.

Oversee a Strong Lower School Program

The next Director of Lower School will continue to ensure Terra Verde's youngest learners receive a cohesive, exceptional educational foundation. They will regularly review curricula to incorporate the latest research on child development and pedagogical best practices. They will also communicate clear expectations and standards for teaching and classroom management. The next Director will simultaneously empower Lower School teachers by giving them autonomy to develop the innovative, tailored instruction Terra Verde is well-known for.

Support Collaboration Across School Divisions

The Upper, Middle, and Lower School divisions must work cohesively to provide students with an exceptional experience at Terra Verde. The next Director of Lower School will demonstrate the communication and decision-making skills necessary to effectively and efficiently collaborate with other Division Heads and the Head of School. They will contribute to this administrative team by helping establish common goals and educational objectives to ensure Terra Verde's students receive a well-organized, cohesive educational experience.



The Position

Primary Responsibility

- Maintain a commitment to the Mission and Philosophy of the School (in programs, policies, and curricula)

Secondary Responsibilities

- Oversee division faculty and employment
- Serve on the Lower School Admissions Committee
- Plan and implement professional development opportunities based on needs and school-wide initiatives
- Oversee faculty evaluation
- Oversee the maintaining of appropriate scope and sequence, textbook evaluations, etc.
- Ensure smooth transition in curriculum between divisions and grade levels
- Conduct parent/student/faculty orientations
- Delegate and monitor faculty duties
- Approve division field trips and assemblies
- Lead administrative team in the division

- Oversee discipline matters
- Review standardized test results for curriculum implications
- Serve on the Calendar, Executive Council, Program, Curriculum Evaluation/Mapping, and Ad Hoc Committees as assigned
- Oversee preparation of and distribution of student and faculty schedules
- Oversee class groupings
- Oversee grade reporting
- Oversee Enrichment Days and/or Spirit Week
- Chair Lower School faculty meetings
- Prepare periodic Head of School's Report section for the Board of Trustees
- Oversee Summer Reading
- Meet with parents as needed
- Other duties as assigned by the Head of School



Responsibilities Specific to the Director of Lower School

- A.M. and P.M. carpool duty
- Engage in teaching of students weekly
- Student counseling
- Attend school-wide functions (ex. plays) and social events when applicable
- Create personal acceptances for all pre-Kindergarten and Kindergarten applicants
- Attend professional conferences relevant to Lower School and Terra Verde's Mission
- Continue to learn and dream



Director of Lower School

Terra Verde Discovery School
Norman, Oklahoma
July 2024 • terraverdeschool.com

The School

History

Terra Verde Discovery School was founded by Pete and Shelly Wilson in 2010. As natives of Oklahoma, the Wilsons recognized the need for an independent day school in Norman. The school's rapid development is a testament to their vision where the first kinder class at Terra Verde consisted of 8 children in a small house located on 5 acres in East Norman. The school's mission emphasized creating a joy for learning that would be critical to the school's future success.

Academics

At Terra Verde School, teachers introduce students to the captivating wonders of the world from a young age. The academic curriculum emphasizes hands-on learning, engineering challenges, field trips, and public speaking, fostering deep understanding and meaningful, real-world connections.

In the Lower School, students undergo a comprehensive skill development journey across various subjects, including social studies, mathematics, reading and writing, and science. These core academic areas are complemented by the purposeful integration of "specials," which encompass Art, music, character education, library, physical education, and Mandarin. As a result, Lower School students not only gain knowledge but also develop a strong sense of themselves as learners and thinkers.



At a Glance

Founded: 2010
Grades: PK-12
Total Enrollment: 283
LS (JK-5) Enrollment: 151
Total Faculty and Administration: 55
Student/Faculty Ratio: 5:1
Average Class Size: 16
Average Faculty Experience: 17 years
Faculty with Postgrad Degrees: 65%
Highest Tuition: \$19,000
Annual Budget: \$3.4 M
Total Debt: 0
Annual Fund Goal: \$170,000
Board of Trustees: 7
Accreditation: State of Oklahoma
Recent Accreditations: 2021

Application Process & Timeline

For consideration, candidates should submit applications to office@terraverdeschool and [eric.snyder@terraverdeschool.com](mailto:eric.snyder@terraverdeschool), along with a current resume, completed online application, and a cover letter explaining their interest in and qualifications for this leadership position.

Initial interviews will be scheduled prior to winter break and will be ongoing.

The new Director of Lower School will begin work July 2024.