

AT A GLANCE

Founded:	1901
Campus Size:	57 acres
Number of students:	657
Lower School (3-6):	177
Middle School (7-8):	147
Upper School (9-12):	333
Number of Faculty:	94
Tuition Range:	\$25,425 – \$26,650
Endowment:	\$60 million

www.holton-arms.edu



The Holton-Arms School Lower School Director

Bethesda, MD

Opening for school year 2008-2009

Located in a beautiful residential section of Bethesda, Maryland, just moments from the Washington Beltway and within easy access to Washington, DC, The Holton-Arms School is an independent girls' college preparatory school with a total enrollment of 657 students in Grades 3 through 12. Considered one of the top independent school options for girls in the DC area, Holton-Arms was founded in 1901 by Jessie Moon Holton and Carolyn Hough Arms. Even then, they understood the vast challenges and opportunities facing young women. They established an environment where students were called upon to live out the school's motto: *"I will find a way or make one."* These challenges and a vision for

unlimited possibilities have continued to inspire and shape the mission of Holton-Arms as it seeks to cultivate the unique potential of young women through the *"education not only of the mind, but of the soul and spirit."*

The Lower School

Holton's Lower School is a busy, cheerful, and productive place. In searching for a Lower School Director, the school seeks an administrator and educational leader to direct the activities for these 177 students in Grades 3- 6. Currently, classroom configurations include two sections of Grade 3, three sections of Grades 4 and 5, and four sections of Grade 6. In addition to teachers for each homeroom, specialist teachers include those for science, French, Spanish, Chinese (6th grade offering), computer, art, music, and physical education. There are faculty resource teachers for math, language arts, and learning skills; a librarian; a Lower School counselor (who is referred to by students as "their problem solver"); and the Assistant to the Lower School Director. The faculty is a seasoned one; many have 20 or more years experience at the school. Currently an Interim Director and Assistant Director of Lower School are teaming as leaders for the division until the appointment of the new Director of Lower School for 2008-2009. Staff in the childcare program (offered for faculty children only) also report to the Lower School Director. Susanna A. Jones is the Head of Holton-Arms School. She began her tenure at the school in July of 2007.

The Lower School facilities provide a wonderful learning community. Renovated in 2001, the Lower School is constructed around a large glass quadrangle which provides a bright, spacious feel to the facilities. In addition to classrooms, there is a large meeting space, a well appointed library, a computer lab, specialized rooms for instruction in the arts and foreign language, and administrative offices. The

Lower School shares the dining room, gym, playing fields, and auditorium used by the older Middle and Upper School students.

The appointment of the next Lower School Director is a critical one. An entry point for Holton-Arms students, the division demands a warm and welcoming environment. Equally as important is a strong academic program. Holton-Arms is a school that does not find “nurture” and “rigor” at odds with one another. Instead, the two are expected to be complementary -- to provide a setting where students accept responsibility for their studies and activities, develop confidence in their abilities, feel supported and encouraged, explore new areas and projects, develop an excitement about learning, and feel comfortable in taking risks and trying new things.

It is not surprising, therefore, that the Lower School offers, even at these grade levels, classes such as Design Technology (an interdisciplinary approach to engineering) and instrumental music. Naturally the basics of language arts, social studies, science, and mathematics are sacred to the school’s traditional curriculum. The extent of the school’s varied offerings challenge the Lower School faculty as they work with students with demanding schedules, but students find Lower School “busy, fun, and pretty hard.” It is clear that the next Director of Lower School must have the wisdom and breadth of educational experience to guide the faculty in combining for these young girls a culture that is both nurturing and academically challenging.



Position Opportunities

Candidates interested in knowing more about Holton-Arms will want to access the school’s website at www.holton-arms.edu. Additionally, the following information is provided to clarify the position of Lower School Director:

1. Essential for the next Director of Holton’s Lower School is a strong educational leader who has the ability to set the course for the division’s future. While the person must be a visionary, he or she must also be someone who possesses those special leadership talents which will inspire, unite, and guide the Lower School faculty toward this vision.
2. Clearly the person must have top credentials. A master’s degree and experience as an elementary teacher and administrator, preferably at an independent school, are expected.
3. Holton-Arms has a strong reputation among the area’s independent schools. To maintain this level of respect, the school must provide an exceptional education for its students. The new administrator must be attuned to “best practices” in both offerings and instruction. In addition, he/she must continue to honor the school’s

commitment to a traditional program. The next Lower School Director will possess the wisdom to innovate appropriately and carefully.

4. Another requirement is to foster a collaborative spirit of professionalism among Lower School faculty and staff. Within the division, long tenures, exceptional success, established ways of doing things, and wonderful loyalties to the school will ask the new administrator to listen well and guard successful programs. At the same time, change will be expected in order to assure the school's place of respect among DC area independent schools.
5. Not unlike faculty at all good schools, Holton-Arms Lower School teachers value their time with students and want to protect it. Developing workable schedules which honor the basic academics yet provide wanted enrichment will require a skillful thinker, someone with excellent negotiating skills, and a person who can interact comfortably with faculty, parents, and students. The current 6-day rotational schedule is helpful, but it requires careful management to assure effective use of time.



6. Providing professional development opportunities for the faculty continues to be an area which will require the Lower School Director's input. Faculty members use extensively the generous budget provided for attendance at professional meetings and workshops. But faculty members also want input on their classroom performance. While the school has developed a program for faculty evaluation, those evaluations have so far focused on work with newer faculty. In order to keep the school and faculty fresh and inspired, evaluation at all levels is desirable.
7. The position responsibilities include hiring and supervising faculty within the Lower School.
8. Developing new avenues for communication with parents is a priority. Currently the Lower School is addressing a new system for reporting student progress. It is one of several initiatives to increase family awareness of program and performance.
9. The community of the school has changed demographically in recent years. While continuing to project a family feel, Holton is no longer a neighborhood school. Student commutes may be as much as an hour and a half. Lack of proximity to the school complicates student and parent involvement outside of the school day. Understanding and responding to factors that affect a child's life at the school will call for an administrator who is child-centered and a creative problem solver.
10. What hasn't changed throughout the years is the school's commitment to educating girls and young women. The Lower School Director must advocate a program that addresses the developmental, educational, and future professional and personal needs of its girls.

11. The Lower School Director sits on the school's senior leadership team. Working collaboratively, the administration discusses issues that affect the programs, tone, and policies for the total school. The Lower School Director plays a significant role with this leadership team and also interacts frequently with the other division directors and the Head of School.
12. In efforts to improve communication and transitions between grade levels, attention to both vertical and horizontal exchange among Lower School faculty is an ongoing effort. Being a careful scheduler and time manager who can provide opportunity for this interaction is a trait that will be well received in the new Lower School Director.

Holton-Arms' Lower School could continue as it is and be successful. It is a wonderful learning environment. Its faculty is exceptional. Campus facilities are extensive, beautifully maintained, and a major educational asset. It has more than a 100 years of success in educating women for the significant roles they assume during growth from childhood through adulthood. Clearly the Lower School is a special place. But it seeks not to be complacent. The new Director of Lower School, therefore, will be presented the challenge of taking a terrific place and making it even better – no small task, but an exciting one.

Application

Materials required to complete the application process include a letter of interest, current resume, list of 5 references with contact information, and a statement of educational philosophy. Electronic transmission of materials is preferred. Credentials will be evaluated as received. Priority will be given to those candidates whose materials are presented by February 20, 2008. It is anticipated that an appointment will be announced by late March although position responsibilities will not begin until July of 2008. An attractive salary and benefits package will be offered. *The school is an Equal Opportunity Employer.*

For additional information and to apply, contact:

Holton-Arms Lower School Director Search

Mary E. Kesler
The Education Group
5952 Royal Lane, Suite 161
Dallas, TX 75230
214-696-3692 or 800-369-9102
FAX 214-369-4979
Email: services@educationgroup.com

or

Richard K Jung, Ed.D.
Education Access Strategies, LLC
5111 Hampden Lane
Bethesda, MD 20814
301-654-9732
FAX 484-730-4676
Email: rkjung@aol.com