



*Joyful Love of Learning*

# WELCOME TO PALISADES EPISCOPAL SCHOOL

CHARLOTTE, NORTH CAROLINA

Start Date: July 1, 2025

Updated as of December 2, 2024

## Lower School Director



# PALISADES EPISCOPAL SCHOOL: MISSION STATEMENT

Palisades Episcopal School is a school honoring Christ and committed to providing a classical education challenging the mind, body and spirit.

## ABOUT PALISADES EPISCOPAL SCHOOL

Classical education  
for grades JK-8



Opened in 2007,  
serving children  
grades K-4

Providing a  
personal compass  
to last a lifetime

PES consists of 2  
divisions - Lower  
and Middle School -  
with an enrollment  
of 287 students

9-acre campus that  
includes a 10,000  
square foot facility

Located in  
Southwest  
Mecklenburg  
County  
(The Palisades)



Our Williams  
Building is soon to  
open and will house  
our 3rd through 8th  
grade students

41 members of the  
faculty and staff

Lower School:  
195 students  
Middle School:  
92 students

Established to  
provide students  
from all  
backgrounds a  
Christ-centered &  
classical education

Called to "grow and  
assist others in  
their growth as we  
seek to become the  
people God created  
us to be"



The Palisades  
community  
provides activities  
such as golf,  
equestrian, & tennis  
for our students

Browning  
Recreating Center  
was completed in  
2016, adding a gym,  
warming kitchen,  
music room, stage,  
and cafe



Educating children  
to learn how to  
think rather than  
what to think



# What We Believe

## Mission Statement

Palisades Episcopal School is a school honoring Christ and committed to providing a classical education challenging the mind, body and spirit.

## Vision Statement

Palisades Episcopal School is a special community where children have the opportunity to grow in truth and virtue and find a personal compass to last a lifetime.

## Belief Statements

We believe students should be nurtured to deepen their sense of faith and strengthen their relationship with God.

We believe students should be encouraged to become passionate, compassionate and empathetic members of our school and society.

We believe students should be empowered to become self-motivated risk-takers who develop their full learning potential.

We believe teachers should embrace students' individual strengths, challenging them to become critical thinkers and confident problem-solvers who have acquired the essential skills and core knowledge necessary to become positive contributors of society.

We believe teachers should have the autonomy to utilize their talents and gifts, sharing and growing together in a school-wide learning culture.

We believe parent and stakeholder input is essential to the overall success of our students, staff and school.

We believe strong leadership is a shared responsibility, empowering, connecting and guiding all school community members.

We believe our campus should reflect our commitment to outdoor and experiential learning, thereby emphasizing stewardship of the earth.

We believe a joyful love of learning should be embraced by our faculty and developed within our students.

We believe our Palisades Episcopal School community should include and honor diversity while fostering a sense of belonging.

## Palisades Episcopal School Lower School Overview

Palisades Episcopal School is seeking a creative, passionate, enthusiastic administrator with a lifelong love of learning to fill the role of Lower School Director. The Lower School at Palisades Episcopal School has a current enrollment of 197 students with 20 classroom teachers and teaching assistants. PES Lower School includes Junior Kindergarten through fourth grade programs with 2 classes per grade level. Junior Kindergarten and Kindergarten classes have an optimal class size of 18 each, and first through fourth grade classes have an optimal class size of 20 each. The Lower School at Palisades Episcopal School provides a learning environment which cultivates a joyful love of learning through hands-on, engaging activities that teach children how to think, not what to think. A growing Social-Emotional Learning program, Responsive Classroom's morning meetings, devotions, Faith Studies, service projects and empathetic educators all contribute to students who respect differences, are growing in character daily, and develop a spirit of service for the community around them. The Core Knowledge curriculum provides a solid foundation of learning while creating opportunities to gain a broad range of knowledge as well as deep dives into topics of interest. Learning comes alive outside the classroom walls with outdoor learning and numerous field trips throughout the school year, averaging 1 per grade level per month. Community is fostered during weekly chapels, cross-grade level "buddies" and cross-divisional activities. Palisades Episcopal School seeks a dedicated educator with a strong desire for excellence and a commitment to inspiring a community of young learners to be curious, engaged and joyful to join the PES Lower School team.



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## What PES Employees Love about Working at Palisades Episcopal School

- Autonomy/Flexibility
- Christ-Centered
- Committed to Diversity
- Competitive Compensation
- Comprehensive Benefits Package
- Emphasis on Doing What Is Best for Students
- Growth Opportunities

- Joy
- Light Bulb Moments
- Inclusive
- Intimate Class Sizes
- Love
- Mentor Program
- Not Test-Driven
- Parental Involvement

- Professional Development/IDMI
- Purpose- and Mission-Driven
- SEL/Character Development
- Supportive/Collegial Environment



## Qualities of a Future PES Lower School Director

- Innovative Thinker
- Effective Communicator
- Cooperative Teammate
- Experienced Educator

- Inspiring Leader
- Authentic Motivator
- Community Builder
- Lifelong Learner

- Mission-Oriented Administrator
- Ethical Servant
- Collaborative Partner

# LOWER SCHOOL DIRECTOR POSITION SUMMARY

- **Curriculum and Academics:** Ensure implementation of the Core Knowledge curriculum along with supplemental programming to build a solid foundation of knowledge and encourage a joyful love of learning
- **Community:** Build strong relationships with and amongst students, families and faculty and staff to create a culture of respect and belonging
- **Assessment/Data:** Model a portfolio of learning for individual students; coordinate pieces of portfolios, including quarterly report card reviews and assessments of MAP Growth (K-4) and ERB (3-8)
- **Service Learning:** Encourage an environment that promotes service and giving back to their community, beginning with our youngest learners
- **Faculty Growth and Observation:** Support faculty members by providing professional development opportunities and providing observations and feedback to further growth
- **Leadership Team:** Partner with the Leadership Team by attending Leadership meetings and collaborating with colleagues to further the mission and strategic goals of the School
- **Collaboration:** Work together with fellow Leadership Team members, the Middle School Director, fellow Lower School Directors, and Lower School faculty to stay current on educational trends, to make decisions surrounding programming and goals and to develop and implement innovative ideas that are mission-aligned
- **Scheduling:** Develop schedules, including classes, carpool, resources and special programming
- **Resources Coordination:** Work with speech therapists, occupational therapists, tutors and other providers to offer specialized resource opportunities for those with specific needs
- **Communication:** Provide effective communication to families and within the faculty and staff of PES
- **Professional Development:** Attend and present at local/national conferences
- **Employment:** Recruit, retain, and reward talented Lower School faculty members

## EXPERIENCE & QUALIFICATIONS

- Love of children and learning
- At least 5 years of experience
- Experience in curriculum development, implementation, and assessment
- Administrative experience in supervising, coaching faculty, and overseeing programs
- Experience initiating and managing change
- An advanced degree preferred (preferably in Education/Leadership)



# APPLICATION PROCESS

Candidates interested in applying to be the Lower School Director at Palisades Episcopal School should email Lara Serfontein, Executive Assistant to the Head of School, at [lserfontein@pescharlotte.org](mailto:lserfontein@pescharlotte.org) with the subject line, "Lower School Director Candidate." The application email should include:

- Letter of interest that includes why you are choosing PES and why PES should choose you
- Resume
- An example of written communication (parent email response, correspondence to supervisor or faculty member, etc.)
- Palisades Episcopal School Employment Application ([pescharlotte.org](https://pescharlotte.org) → About → Employment)
- Background Check Consent Form ([pescharlotte.org](https://pescharlotte.org) → About → Employment)
- A statement of your personal educational philosophy and how it aligns with the PES mission and beliefs
- A list of 4 references including name, email address, telephone number, and relationship to candidate

Please submit all of the above together as one PDF file. Final submission of application materials should be received no later than 5 p.m. EST on February 15, 2025.

Thank you for your interest in Palisades Episcopal School. We look forward to hearing from you!

*Palisades Episcopal School is an Equal Opportunity Employer. Palisades Episcopal School does not discriminate on the basis of race, color, religion, age, sex, gender, sexual orientation, national origin, disability, veteran status or any other reason prohibited by law. This policy is applicable to all aspects of the employment relationship, including recruitment, selection, compensation, assignments, promotions, transfers, discipline and implementation of all policies, procedures and benefits.*

