

ST. JAMES
EPISCOPAL DAY SCHOOL



St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

Project Coordinator

St. James Episcopal Day School, founded in 1948, is a private, Christian elementary and preschool located in historic downtown Baton Rouge, serving nearly 300 children ages 18 months through fifth grade. St. James Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools. We seek to hire a full time Project Coordinator for the 2022 - 2023 school year.

Qualifications and Skills

The ideal candidate should:

- Hold a bachelor's degree in Education, advanced degree or specialized training preferred
- Have a minimum of ten years of teaching experience in an elementary setting
- Work well with children and employ effective classroom management skills in line with the principles of Responsive Classroom
- Possess organizational skills with a keen attention to detail
- Communicate effectively verbally and in writing with all stakeholders
- Have a passion for teaching and remain committed to teaching the whole child
- Demonstrate the character qualities of professionalism, positivity, enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- If not an Episcopalian, the candidate must be willing to support the tenets of the Episcopal faith.
- Develop and maintain rapport with students, parents, and staff
- Exhibit a positive attitude and be solution-focused
- Complete diocesan required background check and Safeguarding God's People training

Project Coordinator Job Responsibilities

Support the mission of the school.

- Manage the classes effectively and ensure student safety.
- Participate in professional growth activities that include the Duke School's model for project based learning.
- Encourage inquiry and incorporate developmentally appropriate project-based learning strategies.
- Collaborate with core teachers and the enrichment team to develop engaging project based learning experiences and showcase student work.
- Integrate STEAM principles and opportunities into PBL that provide students with hands-on experiences.
- Design activities that address academic standards in all disciplines, are purposeful, and aligned with units of study.
- Incorporate arts and creativity in units of study.
- Have a keen understanding of the characteristics of elementary learners in PreK - 5th grade.
- Know students well and provide experiences based on strengths and interests.
- Prioritize social/emotional learning and guide students through their development.
- Perform other duties as assigned, including things such as supervisory duty and attending staff meetings.

The position is a full time, ten-month position beginning on August 1, 2022. The Project Coordinator reports directly to the Head of School.

Interested applicants should submit a **letter of intent and resume** to Bridget Henderson at BHenderson@StJamesEDS.org.

St. James Episcopal Day School provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.