



Job Title:	Lower School & Preschool Director
Date:	October 2025
Reports to:	Kaye Jacob (Academic) and Rachel Cook (Admin)
Status:	Full-time

Job Overview:

The Lower School & Preschool Director is responsible for inspiring leadership of the teachers, parents, and students, and overseeing the proper implementation of Consciousness-Based Education, including all aspects of curriculum and instruction. This position serves on the School Leadership Team and may require limited teaching/tutoring.

Essential Responsibilities:

Establish an Ideal Learning Environment for Students, Teachers and Parents

- Ensure that the Lower School is aligned with and advancing the Maharishi School mission: “to create an innovative Consciousness-Based educational environment where students think deeply and become creative, compassionate, contributing citizens of the world.”
- Work with teachers to promote ideal student behavior and student learning according to the Principles of Consciousness-Based Teaching
- Understand and adhere to all policies and procedures as outlined by the Iowa Department of Education (DOE) and Independent Association of the Central States (ISACS)
- Develop and maintain positive teacher/staff morale and serve as a role model for expected teacher/staff behavior
- Provide for adequate supervision and acceptable student behavior at all school functions
- Organize Lower School events, including graduation/convocation, Splash Day, and other Lower School celebrations.
- Oversee Preschool Office Manager in organizing preschool events
- Organize Lower School field trips, including Jefferson County Park and others
- Recognize accomplishments and achievements of students and staff
- One-on-one tutoring of students. Amount of tutoring will depend on student load
- Delegate authority and responsibility where appropriate

Communication and Community Relations

- Promote CBE to the Fairfield community and throughout Iowa by attending DOE, ISACS and AEA meetings

- Organize Back to School Night and Parent/Teacher Conferences. Oversee Preschool Office Manager in organizing preschool events
- Keep the Head of School informed of events and activities of an unusual nature, as well as routine matters related to his areas of accountability
- Interact with the Parent/Teacher Organization to promote positive outcomes, encourage parental feedback, welcome them to visit the School, and encourage parental involvement whenever possible in their child's education
- Inform the community about school activities through twice/month Friday Parent Updates, emails, and attendance at parent meetings, etc
- Develop, regularly review, revise, and distribute *Lower School Parent/Student Handbook* and *Preschool Parent Handbook*
- Plan and conduct regular Parent Education workshops
- Listen and respond appropriately to teacher, student, and community concerns by respecting differences of opinion and fostering open communication
- Maintain a positive image for the school as well as good public relations within the community

Decision Making and Problem Solving

- Serve on Maharishi School Leadership Team and attend weekly team meetings
- Make informed decisions in a timely fashion and maximize effectiveness by follow up actions, return parent phone calls within 24 hours, track any behavior issues
- Seek information from appropriate sources and strive for consensus in the decision-making process
- Consider research and all information when making decision, if available
- Identify problem areas and seek solutions before crisis situations develop
- Authorize all Lower School field trips
- Manage Lower School budget, including authorizing faculty purchases and keeping within the budget. Oversee Preschool Office Manager in managing preschool budget

Curriculum Development

- Conduct regular faculty meetings, providing opportunities for teachers to share and demonstrate successful practices
- Along with Academic Council, follow Curriculum Review Cycle
- Provide opportunities and encouragement for teachers to increase professional expertise, monitor budget for professional conferences and authorize faculty requests to attend conferences, workshops
- Ensure the alignment of content, instruction and assessment, through a curriculum review process that follows the Iowa Core model
- Plan, schedule and assign duties to all teachers, specialists and support staff
- Ensure teacher training in any new curriculum area
- Edit all student grades and teacher comments quarterly
- Create class schedules for all grade levels
- Follow through with textbook and consumable orders for the school year

Professional Development

- Keep abreast of changes and developments in the field of education by attending conferences/workshops, reading professional journals, and discussing new initiatives with faculty and Academic Council
- Participate in and/or lead professional development activities commensurate with school goals
- Plan summer Faculty Development with Academic Council

Student Assessment

- Maintain accurate records as required by federal, state and local officials
- Facilitate conference meetings
- Work with teachers to systematically identify and respond to at-risk students, make referrals to appropriate community agencies when needed, such as AEA (Area Education Agency)
- Regularly use the results of student assessment data (ISASP and DIBELS) to identify areas of concern and implement program improvements and/or pacing
- Implements, scores and reports to teachers the outcome of the DIBELS testing three times per year
- Guide teachers in providing meaningful feedback to parents/guardians regarding student progress
- Work with teachers to develop, review and implement supportive reporting methods
- Monitor attendance summaries and grade cards at the end of each reporting period

Personnel Hiring, Supervision and Evaluation

- Participate in screening, hiring, orientation, assigning, evaluating, and dismissing school faculty as outlined by Board Policy
- Provide orientation for newly assigned teachers and assist in their professional development
- Supervise teachers, assistants, staff and classroom volunteers within the building
- Conduct regular evaluation of all personnel according to School's Evaluation Plan, have faculty set goals for themselves, and implement change for greater student progress

Building and Safety

- Promote an aesthetically pleasing environment in the school, making sure classrooms/bathrooms are tidy and being cleaned on a regular basis

Application Instructions

Please submit Resume and Cover Letter directly to Brett Potash, Head of School, at bpotash@maharishischool.org.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Equal Opportunity Policy

Maharishi School's educational programs, faculty and staff positions, and benefits are open to all people, without distinction as to race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.