



## ESN Principal Job Description 2026-27

Episcopal School of Nashville (ESN) is a mission-driven, independent Episcopal school serving approximately 150 students in 3K–6th grade in East Nashville.

The Principal is ESN's primary day-to-day instructional and student life leader, supporting a strong academic program, a consistent approach to student behavior and discipline, and a positive school culture rooted in ESN's values. As a growing school, ESN seeks a Principal who can build strong systems while remaining highly present in classrooms, hallways, and community life.

The Principal supervises faculty and student support personnel, partners closely with families, and collaborates with the Head of School and Senior Leadership Team. Primary responsibilities include faculty evaluation, classroom observation cycles, and student discipline decision-making.

### **REPORTING AND SUPERVISION**

- Reports to: Head of School
- Direct reports:
  - Faculty (Classroom and Specials Teachers; 3K-6)
  - Assistant Teachers
  - Interventionist (Learning Specialist)
  - Teaching and Learning Coordinator
  - Service Learning Coordinator
- Leads:
  - Division Leads (Teacher Leader) Team (weekly; operations and student life coordination)
  - Curriculum Team (ongoing; instructional alignment and scope and sequence)
- Works closely with: Senior Leadership Team

### **KEY RESPONSIBILITIES**

- Student Support and Intervention:
  - Lead ESN's student support systems, including intervention design, progress monitoring, and coordination of services.



- Supervise and partner with the interventionist to deliver targeted academic support and oversee ILPs/intervention plans.
- Oversee schoolwide assessment systems and assessment data management, including administration routines and data review cycles, using student performance data to guide interventions, instructional priorities, and continuous improvement.
- Ensure consistent documentation, confidentiality, and appropriate record-keeping related to student support.
- Instructional Leadership and Faculty Development:
  - Collaborate with the Curriculum Team to strengthen scope and sequence, instructional alignment, and consistent academic expectations across grades.
  - Conduct regular classroom observations and feedback cycles, providing coaching on lesson planning, differentiation, academic rigor, and student engagement.
  - Lead faculty evaluation and professional learning aligned with ESN priorities and instructional expectations.
  - Partner with the Head of School on faculty hiring and onboarding, and lead master schedule development with Division Leads to align staffing and instructional priorities.
- Student Life, Discipline, and Restorative Practices:
  - Serve as the primary administrator for student behavior, discipline, and related student support decision-making.
  - Maintain clear, fair, and developmentally appropriate discipline systems aligned with ESN values, including consistent documentation norms and confidentiality.
  - Partner with teachers to address behavior patterns early and strengthen classroom culture through consistent expectations and follow-through.
  - Communicate proactively with families regarding behavior plans, discipline outcomes, and next steps.
- School Culture and Responsive Classroom:



- Lead continued schoolwide implementation of Responsive Classroom practices (implemented beginning 2024–25), including shared language, consistent routines, coaching, and accountability for fidelity.
- Partner with Division Leads to monitor consistency of practice across grade levels and address drift.
- Reinforce schoolwide community norms that promote belonging, self-regulation, and student responsibility.
- Communication and Collaboration:
  - Lead the weekly Division Leads (Teacher Leader) team to ensure strong operational coordination, consistent student culture practices, and smooth execution of school routines.
  - Oversee substitute teacher systems (recruiting/hiring, onboarding, expectations) in coordination with front office staff responsible for day-to-day assignments.
  - Communicate proactively with families regarding student progress, support plans, and school expectations; serve as a key point of contact for student support meetings and problem-solving conferences.
  - Collaborate with the Head of School and Senior Leadership Team on strategic initiatives and school improvement, ensuring strong communication loops between faculty leadership structures and school leadership, and maintaining a visible daily presence during key community moments.

## QUALIFICATIONS

### Required:

- Bachelor's degree (Master's preferred), ideally in Education, Educational Leadership, Counseling, or a related field.
- Seven years of teaching and administrative experience, with demonstrated success in classroom leadership and student support.
- Experience supporting faculty through coaching, feedback, and professional learning.



- Strong judgment, discretion, and ability to manage confidential student matters.
- Excellent written and verbal communication skills.

**Preferred:**

- Experience in independent schools and/or Episcopal schools.
- Interest in and ability to support the Episcopal identity of the school, including chapel and community life.
- Experience leading school-wide culture systems (Responsive Classroom strongly preferred).
- Experience with student intervention frameworks.
- Demonstrated ability to set expectations, coach adults, and follow through consistently.

**TO APPLY**

ESN has partnered with Mike Vachow at Knuckleball Consulting to assist with this search. Please send a resume and cover letter outlining your qualifications and interest to Mike Vachow at [mike.vachow@knuckleballconsulting.com](mailto:mike.vachow@knuckleballconsulting.com). Please do not contact the school directly.