



## Lower School Coordinator

Founded in 1930, The Tatnall School is an independent, coeducational, college preparatory day school situated on a pastoral, 110-acre campus in Greenville, Delaware, near Wilmington. Tatnall includes four academic divisions with 500 students from age 2 through grade 12. Our challenging academic curriculum and programs, combined with award-winning faculty and state-of-the-art facilities, create an environment that promotes the joyful pursuit of excellence. Guided by our motto *Omnia in Caritate*, or “All things in Love,” we are committed to cultivating a community rooted in care and connection.

Tatnall seeks an energetic Lower School Coordinator who values and will prioritize building relationships in the Tatnall community. The Lower School Coordinator supports the Head of the Division as well as the faculty, parents, and students. The ideal candidate is flexible, resourceful, proactive, and has excellent communication skills. This is a dynamic position that is best suited for a team-oriented person with experience working in schools.

### **Qualifications and Requirements:**

- Bachelor’s Degree required, Education degree preferred
- School experience required
- Commitment to diversity, equity, and community through culturally responsive practices

### **Responsibilities include, but are not limited to:**

- Work closely with the Head of the Lower School to ensure smooth day-to-day operations.
- Provide administrative support, including division calendar oversight, maintaining shared online and paper files, assistance with special events, and collaboration on division-wide communications.
- Build authentic relationships with students, families, and co-workers.
- Support teachers' and students' needs throughout the day.
- Provide friendly and high-quality customer service by staying well-informed about the division and school, providing assistance, seeking answers to questions, and following up in a timely manner.
- Manage teacher absences, including securing classroom coverage, tracking absences and other days off, maintaining substitute lists, and onboarding new substitutes.

- Willingness to substitute in division classrooms (grades K-5 and specials).
- Manage the online portal, MyTatnall, for Lower School Division, including class management, resource board development, progress reports, and division communications.
- Oversee student attendance on school platforms and communicate with faculty, including absences, late arrivals, early departures, after-school activities, and transportation changes.
- Willingness to occasionally work outside of regular hours to attend and support special events.
- Place orders and maintain records for classroom supplies, resources, and office supplies, manage distribution, and collaborate with the Head of the Lower School to approve purchases.
- Communicate with other divisions and departments.
- Attend divisional meetings and school-wide meetings.

**Skills:**

- Highly proficient computer skills, primarily using Google Suite, interest in creative resources such as Canva, and an understanding or willingness to learn Blackbaud K-12 School Management System preferred.
- Demonstrate excellent communication skills in speaking, writing, proofreading, and editing.
- Excellent organizational skills, detail-oriented, and the ability to effectively juggle multiple priorities to meet deadlines.
- Model professionalism and maintain confidentiality.

**Hours:** Full-time, 12 month

Interested candidates should send a cover letter and resume to:

Kim Wagner  
 Head of Lower School  
 kimwagner@tatnall.org

To learn more about The Tatnall School, please visit our website at [www.tatnall.org](http://www.tatnall.org).

*The Tatnall School is committed to the principles of equal employment opportunity and a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to age, gender, race, color, religion, disability, sexual orientation, gender identity or expression, national origin, ancestry, genetic predisposition, or other categories protected by Delaware or federal law.*