



LOWER SCHOOL LEAD TEACHER SEARCH

START DATE: AUGUST 2026

POSITION OVERVIEW

HACKLEY SCHOOL's Lower School, a K-4 division serving 205 students on a 285-acre campus, seeks a dynamic, experienced and dedicated Lead Upper Elementary Homeroom educator for the 2026-2027 school year. Lead Teachers are responsible for the general supervision and management of all aspects of a classroom of approximately 16 students, including their academic, social and moral growth. Lead teachers work closely with several other teachers on their grade level as well as specialists and colleagues in the K-12 community.

The ideal candidate embodies Hackley's core values of "Enter Here to Be and Find a Friend," "United, We Help One Another," "Character is Higher Than Intellect," and "Go Forth and Spread Beauty and Light" and models them for others. In addition, an open mind and interest in continuous learning are a must!

Lower School Lead Teachers report directly to the Director of the Lower School and the Assistant Director of the Lower School.

Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.



MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.

ROLE RESPONSIBILITIES

The Lower School Lead Homeroom Teacher's responsibilities include, but are not limited to:

- Implementation of academic curriculum across various subject areas, including math, literacy, social studies, social-emotional learning, Responsive Classroom and character education program.
- Differentiating instruction across content areas.
- Keeping up-to-date on the latest educational research and literature.
- Supervising and mentoring a full-time Associate Teacher.
- Maintaining timely records on all students — including attendance, portfolios and assessment data.
- Writing progress reports three times per year.
- Managing parent communications, including regular conferences, phone calls, emails, learning management system updates and newsletters.
- Communicating with the Lower School Administrative Team in a timely fashion.
- Supervising lunch and recess, including one late afternoon duty, daily dismissal.
- Attendance at grade-level team meeting and all Lower School and K-12 faculty meetings.
- Attend evening events, such as Curriculum Night, STEM Night, art shows, etc.
- Committee membership on at least one Lower School committee.



HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. The Lower School Lead Homeroom Teacher should have:

- Four or more years of upper elementary lead teaching experience.
- Master's degree in Elementary Education.
- Extensive knowledge of developmentally appropriate practices in elementary education, with an ability to implement and refine a high-quality, age-appropriate curriculum.
- Ability to successfully engage students to foster their cognitive and social-emotional growth, exercise professional judgment at all times, and find joy in working with elementary-aged children.
- Dedication to teaching and exploring issues of diversity and inclusivity with students and colleagues.
- Ability to develop collaborative rapport with children, families and colleagues.
- Demonstrated excellent leadership qualities and skills.
- Knowledge of a variety of classroom management strategies, balanced literacy, reading assessments, Singapore math and social-emotional practices.
- Effective organizational and planning skills, writing skills and interpersonal skills, balancing long-term planning with day-to-day flexibility to support students, colleagues and schoolwide initiatives.

SALARY AND BENEFITS

The salary range for this 10-month faculty position is \$76,226–\$116,239, with experience informing a base salary as published in Hackley's faculty salary stage scale.

Hackley School offers a comprehensive benefits package that includes a medical, dental and vision package; sick and vacation time; life insurance, AD&D and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on-campus housing.