



Director of Curriculum and Academic Programs

The Director of Curriculum and Academic Programs works directly with the Head of School and in close collaboration with the Division Heads Plus Team (Director of Culture, Community, and Belonging, and three Division Heads). This individual serves as an academic leader in the school, helps to implement best teaching practices, and plans and leads professional development for the faculty. Other key responsibilities include overseeing the K-12 academic curriculum, supervising the K-12 Department Chairs and Directors, coordinating special assemblies/endowed speaker programs, and partnering with key student support teams to ensure that we are meeting the needs of all students. This individual should have teaching experience, curriculum development experience, enjoy working with young people and mentoring faculty, and be up to date with current educational research.

OPERATIONS:

- Oversee programs for in-service training and professional development of all faculty.
- Collaborate with Division Heads on faculty workflow schedules and duty assignments.
- Assist in the admissions process in partnership with the Director of Enrollment Management (e.g. articulating curriculum program, screening students and/or observing students in current school settings).
- Lead the accreditation process and the 5-year review.
- Oversee and keep records on Summer Grants, Summer Sabbaticals, and Endowed Faculty Professional Development.
- Oversee and document Employee Awards.

CURRICULUM/ASSESSMENT:

- Lead K-12 Department Chairs and Directors meetings.
- Develop a system for a curriculum review cycle and facilitate K-12 curriculum review.
- Monitor, evaluate, and consolidate the academic curriculum across all departments and divisions including the signature programs and certificates.

- Oversee the school-wide curriculum and its documentation (e.g. learning program description, communications, and website description).
- Analyze and sustain systems for monitoring student progress, portfolios, and other student assessments.
- Analyze assessments, screenings, and standardized testing of students to identify gaps and inform decisions regarding reading/math programs.
- In coordination with the HR department, facilitate the new teacher institute.

TEACHING:

- Meet regularly with the Division Heads and the Director of Culture, Community and Belonging to discuss and address any issues involving teaching, learning, curriculum, and pedagogy.
- Supervise K-12 Department Chairs in their monitoring of department effectiveness and department goals, and teacher evaluations.
- Work in conjunction with Division Heads Plus regarding teacher hiring and retention.
- Provide support in classrooms to help teachers implement curriculum (model, co-teach, observe, debrief, provide feedback).
- Partner with the Director of Learning Support to promote differentiated instruction and support the neurodiverse needs of students in the classroom.

MINIMUM QUALIFICATIONS:

- Masters degree required.
- Recognized excellence in teaching.
- Leadership experience with focus on curriculum development and faculty supervision.

COMPENSATION AND BENEFITS:

- Compensation range: \$130-150k
- Comprehensive medical, dental, and vision insurance for full time and full time reduced employees.
- 403(B) retirement plan with employer contributions (required minimum hours worked)
- Paid sick leave and holidays.
- Access to professional development programs, wellness initiatives, and more.

TO APPLY:

Please submit a cover letter, a resume and a statement of Educational Philosophy to The Finney Group [here](#). Applications sent directly to the school will be forwarded to The Finney Search Group.

FINNEY

THE FINNEY SEARCH GROUP