

CARDIGAN MOUNTAIN SCHOOL

Director of Teaching and Learning



Overview

Cardigan Mountain School is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The School seeks to employ individuals who will share our commitment to supporting the School's mission: "To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society." The School offers competitive salaries and benefits in a rewarding work environment defined by the strength of our community and our core values: compassion, integrity, respect and courage.

The Position

Cardigan Mountain School seeks an experienced and visionary educator to serve as the strategic leader of our academic program, working with students, faculty, and department chairs to implement an active and entrepreneurial approach to learning. The position serves as the director of the school's innovative Gates Program, oversees faculty professional development opportunities around the art and craft of teaching, and provides vision and direction for the school's one-to-one laptop program. The Director of Teaching and Learning reports to the Assistant Head of School. This is a 12-month position.

Responsibilities

This position includes the following responsibilities:

Strategic Leadership

- Oversee the implementation of Strategic Plan goals around academic and intellectual program initiatives, focused on bringing an active and entrepreneurial learning approach to all facets of our academic program.
- Oversees the implementation of the Strategic Plan goals around academic facility initiatives, including the school's new 15,000 square foot Center for Exploration, scheduled to open in Fall, 2020.

Program Leadership

- Serves as the Director of the Gates Program, working with students to prepare them for the annual Charles C. Gates Invention & Innovation Competition. Coordinates with teachers and coaches, as well as with program sponsors at the Gates Frontiers Fund.
- Oversees the school's approach and curriculum around technology and the school's one-to-one student laptop program.
- Models, designs, cultivates, and facilitates faculty professional learning in the art and craft of teaching. Oversees the ITIP (Instructional Theory Into Practice) program, guiding faculty in establishing and meeting personal goals for growing as educators.

THE PROCESS

If interested in this position, please send a résumé and letter of interest to Mary Bennison, Assistant to the Head of School at mbennison@cardigan.org. We will begin reviewing résumés in late January for February interviews.

School transcripts and letters of recommendation are not required at first, but will be required after preliminary screening. No phone calls please. We prefer electronic attachments rather than paper. An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

CONTACT

Samuel S. Richards

Search Consultant

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401-230-7595 cell

Responsibilities (Continued)

Management and Partnerships

- Manages and works closely with the Dean of Academics in establishing the school's curriculum and master schedule, working with department chairs, and communicating with parents in establishing a path to success for every student.
- Manages and works closely with the librarian to support current needs, developing digital research tools and curriculum, and creating a strategic path forward.

Administrator and Faculty Duties

The Director of Teaching and Learning serves as both a member of the Senior Administration and the faculty. As such, this position:

- Serves on the Senior Administration Team, rotating as the Administrator on Duty (AOD) along with colleagues, and otherwise being central to the daily operation of the school.
- May be called on to teach one or more classes, to serve as an advisor, participate in our clubs program, and to coach in one or more athletic seasons.

Background and Experience

The ideal candidate will bring a wide range of backgrounds and experience to the position, including:

- Master's Degree in an educational field of study preferred but, not required
- Demonstrated experience in independent schools, including residential life, advising, and academics
- Exceptional communication skills, both verbal and written
- Detail-oriented with ability to manage multiple projects
- Proven educator with experience in a wide range of classroom environments
- Facility and comfort with educational technology
- Experience with curriculum development
- Background helping to plan and implement facility projects
- Experience with middle school and single-sex education