Job Description

Job Title: Director of Education and Curriculum
FLSA Status: Exempt
Department: Administration
Supervises: Paraprofessionals (Assistants and Substitutes)
Reports To: Head of School

It is the responsibility and expectation that every employee of the school uphold and carry out the mission of the school.

*Inspiring a passion for learning, a life of integrity, and a heart for Christian service*

Job Summary
Duties include overseeing academics, curriculum, calendar, student schedules, discipline, curriculum-related programs and events, standardized testing, support and enrichment, and professional development. Works closely with the Leadership Team and Head of School in a collaborative environment. Supervises teaching assistants and substitute teachers. Director of Education and Curriculum assists and supports teachers in the design, development, and alignment of curricula and instructional methodologies. Assesses educational programs, selects textbooks and instructional technology, trains teachers and develops curricula. The position also incorporates staff professional development training, administration and Board projects.

Essential Functions
- Supports/guides teachers with student issues (discipline, learning issues, middle school application process, etc)
- Works with and supports faculty professional growth and evaluations
- Oversees report cards and midterms
- Oversees and analyzes standardized testing
- Assess how effectively the curriculum meets the students’ needs
- Implement and monitor curriculum mapping and assist and monitor teachers
- Evaluate curriculum effectiveness and meets with committees and teachers
- Evaluate, monitor and research current trends in curriculum.
- Manages and supervises substitute teachers.
- Manages and supervises assistant teachers.

Minimum Requirements:

<table>
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<tr>
<th>Education</th>
<th>High School</th>
<th>Associate Degree</th>
<th>Doctorate</th>
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<tbody>
<tr>
<td></td>
<td>Bachelor's Degree</td>
<td>Trade School</td>
<td>Other:</td>
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<tr>
<td></td>
<td>Master's Degree</td>
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Preferred Experience
Curriculum Development
Teaching experience
Management experience

Specific Skills
Technology Skills

Licenses or Certifications:
Current state of teaching certification
Meets requirements of applicable FCIS standards
Current CPR/AED/First Aid certification
Current Safeguarding God’s Children certificate

Physical Conditions:
Work Environment
X Office
X Classroom
X Outdoors
Other

Physical Requirements
X Lifting
X Walking
X Stretching
X Exposure to cold/heat
Other

Additional Physical Requirements: This physical part of this position varies a great deal and changes daily. Some days extensive time sitting at a desk may be required. Other days may require a great deal of walking such as carpool duty, assisting in PE or recess, etc.

Hiring and Firing Responsibilities
Director of Education and Curriculum can hire substitute teachers and assistants. Firing is done in conjunction with the Head of School.

SJEDS Harassment and Discrimination Policy
The Head of School, as well as the Rector, are the persons designated for any employee to report to if they believe anyone has acted inconsistently with the school’s harassment or discrimination policy as outlined in the Employee Handbook.

Confidentiality Clause
It is the policy of SJEDS to provide our employees with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, and their families and/or personal business. School
business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that my right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc. I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with SJEDS. Further, this agreement mandates compliance extending beyond employment, contract, or association with SJEDS, as required by law.

Acknowledgment Clause
By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the San Jose Episcopal Day School.

____________________________________
Employee’s Signature

____________________________________
Date

revised 5/8/17