

Director of Learning Design, Development, and Innovation 2021-2022 School Year

The Director of Learning Design, Development, and Innovation will be responsible for the creation and execution of all aspects of learning at Lake Mary Preparatory School. He/she will work as a member of the Senior Leadership Team and will be responsible for the supervision and mentoring of our Instructional Coaches.

Teaching and Learning: Collaborate with the Head of School, Division Leadership, Instructional Coaches, and other relevant positions to ensure the coordination and articulation of the overall PK3-12 program.

- Promote researched-based teaching and learning pedagogy and work in conjunction with the educational leadership team towards adoption and synthesis into school programs and instructional practice;
- Extensive working knowledge of writing unit plans through the Understanding by Design model;
- Work in conjunction with the school leadership team (including the Director of Admissions, Marketing, Division Principals, and the Head of School) to identify and extract the essence and spirit of the LMP teaching philosophy and ethos to support reputation-building of the school in line with the Strategic Plan;
- Provide leadership and collaborate with Division Principals, Dean of Students, and Instructional Coaches in the analysis and use of assessment data to inform instruction and continuous improvement efforts;
- Facilitate the regular review of curriculum and student assessment protocols through a schoolwide curriculum review cycle (system to be established);
- Embed and foster a schoolwide curriculum planning process in all curriculum areas (system to be established);
- Provide support to team leaders, subject area leaders, and department representatives to ensure schoolwide alignment and PK3-12 coordination and alignment of the curriculum.
- Collaborate with the ICT Director to ensure technology integration is through the lens of curriculum;
- Make decisions in accordance with research best practices.
- Lead new faculty orientation in the areas of instruction, curriculum, and assessment programs;
- Educational development within the LMP community on curricular matters, including meeting with parents and/or providing written articles for school publications and the school's online presence;
- Oversee the administration of examinations and assessment tests across the school (SAT, PSAT, MAP, etc) in coordination with divisional administration and towards a whole-school approach;
- Work closely with the Head of School and Principals in the implementation of a teacher evaluation system;
- Be responsible for exploring and promoting new and valuable educational learning opportunities for students (i.e. seminars, conferences, symposiums, programs, trips, camps);
- Work in conjunction with the Head of School and Division Principals to collaborate in the design of classrooms and learning spaces.

Innovation

- Provide vision and leadership in the integration of instructional technologies for online, hybrid and classroom programs;
- Research and apply emerging technology and concepts to educational initiatives;
- Develop and support our school vision of creating forward-thinking courses that prepare students for emerging STEAM fields in college and career.
- Manage the development and resources utilized for the integration of all content items into programs to include graphics, illustrations, activities, case studies and simulations;
- Create products for and manage eLearning delivery platforms.

Professional Learning

- Lead the collaboration with Divisional Principals, Instructional Coaches, and other relevant positions, to identify needed professional learning opportunities for the school;
- Establish professional learning communities (PLC) within our organization;
- Facilitate whole-school professional learning to support strategic initiatives;
- Oversee and develop the vision for LMP professional development/professional learning program and evaluate the impact of the professional learning experience for all stakeholder groups;
- Identify and coordinate the most appropriate model for professional learning (bringing in a consultant, sending out teachers, or stipend existing professional learning funds) to support the goals for professional learning;
- Conduct professional learning sessions, both small-scale and large-scale, that employ best practices for professional learning, exhibit a wide-range of strategies, modes, and models and that incorporate technology integration when appropriate;
- Lead efforts, in coordination with the Head of School and the Division Principals, to increase LMP-hosted workshops and conference opportunities;
- Create, plan, and manage a professional development budget;
- Identify and secure appropriate experts to support professional learning within the school and with teachers as appropriate;
- Facilitate collaboration with experts before and while they are on campus;
- Contributing to other dissemination activities through presenting at conferences and seminars, the preparation of media-related and web-related materials, and engagement in social networking activity'
- Develop and maintain a PK3-12 professional library.

Administrative Duties

- Supervise and collaborate with Lower School and Secondary Instructional Coaches;
- Develop and manage a comprehensive budget for Teaching and Learning;
- Educate the parent community as needed regarding the curriculum program at LMP;
- Collaborate with the Head of School regarding the status of curriculum and professional learning aspects of the Strategic Plan;
- Participate in recruiting efforts with the Head of School and Divisional Principals;
- Serve as the lead for the accreditation process, in consultation with the Head of School and the Divisional Leadership team;

- Maintain and update all policies and procedures for teaching, learning and assessment;
- Work collaboratively with division principals to maintain and update the curriculum guide each year;
- Perform other duties as assigned by the Head of School.

Qualifications, skills, and experience required

- Masters degree in Educational Leadership and/or Curriculum;
- In-depth, current working knowledge of educational research, teaching pedagogy, and emerging technologies:
 - Understanding by Design Framework
 - Jim Knight Instructional Coaching Model- The Impact Cycle
 - Growth mindset as a learner and leader through assessment
- Experience working in a similar leadership role;
- Excellent communication and organizational skills;
- Dedication and commitment to the learning and growth of students and faculty;
- A sense of humor;
- Experience in the supervision of academic program development and facilitating implementation of strategic initiatives.