

---

**Job Title: Director of Curriculum****Reports to: Head of School**

The Director of Curriculum is responsible for providing instructional leadership across subject areas. The position objectives include studying, evaluating, and implementing research-based curriculum and instruction, providing leadership in the development, articulation, and implementation on an instructional program; improving the instructional program by assisting with program evaluation; and assisting in the coordination of relevant staff development.

**Key Responsibilities:**

- Director of Curriculum will engage with all teachers in creating dynamic programs, clarifying objectives, and ensuring consistency in the midst of change.
- The Director will work closely with the E-4 Team to articulate the schools academic vision and keep it sharply focused,
- Serves as a resource person in curriculum and instruction across subject areas.
- Develops, coordinates, and monitors the program of instruction for academic programs and oversees updates of the curriculum.
- Provides input for the curriculum budget.
- Previews new instructional materials and arranges for piloting by teachers.
- Studies and evaluates new instructional techniques for possible use by classroom teachers.
- Assists in the evaluation of academic programs, grading and assessment, and their effect on student achievement.
- Leads and coordinates staff development.
- Assists teaching staff with the implementation of curriculum and instructional materials.
- Develops and implements follow-up plans for curriculum revisions and instructional materials adoptions.
- Will encourage and equip teachers and department chairs as they implement improvements in learning.
- Will collaborate across departments to support academic technology needs.
- Assists in the selection of K-12 instructional materials.
- Stays current in the particular field through professional readings, seminars, workshops, and conventions.
- Communicates and coordinates in partnership with community groups and organizations.
- Works with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc.)
- Assist with coordination of instructional support for new teachers.
- Performs other duties as assigned.

**Professional Skills, Knowledge, and Experience:**

- Must hold advanced degrees in educational administration, curriculum, or an academic discipline.
- Appreciate faculty individuality as an essential quality of independent schools.
- Listens carefully and leads purposefully.
- Sets goals collaboratively.
- Holds self and others accountable for follow-through and implementation of plans
- Engenders trust based on sound judgment and service orientation.
- Communicates clearly and effectively.
- Knowledgeable about standardized testing and the statistics associated with testing reports and data analysis.

Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources.