



Director of Academics

(Position Available: July 1, 2023)

Overview

Sacred Heart Academy “SHA” Bryn Mawr (PA) is a Catholic, independent college preparatory school for girls founded in 1865 by the Religious of the Sacred Heart of Jesus and lay-owned and governed since 1969. Serving approximately 200 students in kindergarten through twelfth-grade, the School is seeking a self-directed, experienced, and energetic Director of Academics in anticipation of the 2023-2024 school year. This is a full-time, twelve-month position.

The Director of Academics will plan and organize, lead, and execute all aspects of the academic program at SHA, including designing and integrating innovative new programs, providing best-practice solutions for student access to academic studies, and seeking partnerships with other programs. This is an essential and highly visible role in the leadership of the School’s overall educational program. Enthusiasm, a strong work ethic, and impeccable organizational skills are key.

The Director of Academics will report to the Head of School, serve on the School’s four-member academic leadership and seven-member senior leadership teams, and supervise the Learning Specialist & Instructional Coach. Successful candidates for the Director of Academics will have excellent communication skills and be motivated to work in partnership with the faculty, the Academic and Student Support Teams, and Admissions, as well as with students and their families. The ideal candidate will also contribute to the SHA program by teaching one (1) section of a year-long course or equivalent each year.

Responsibilities

- Establish policies and long-range academic plans for the School
- Coordinate K-12 curriculum mapping and review
- Lead hiring, orientation, and mentoring of new faculty
- Support, supervise, and evaluate faculty in collaboration with the Lower/Middle and Upper School Directors
- Chair the Academic Board
- Partner with department chairs to improve/implement curriculum and support faculty
- Update faculty growth and development model in collaboration with the Academic Board
- Plan professional development and in-service days for faculty



- Oversee the operation and development of the academic program of the school, including: create the master schedule (yearlong and semester elective courses), the weekly schedule, student academic schedules, academic year calendar, and, in collaboration with the Head of School, teaching assignments and sections
- Lead academic advising and course selection process for students and families
- Coordinate textbook and materials selection
- Manage academic concerns, including academic integrity and long-term student absences, and communicate and coordinate with students, families, teachers, and advisors regarding academic concerns
- Monitor incomplete and missing student work; coordinate work for medical leaves
- Serve as Registrar, including: oversee progress and grade reports, identify Middle and Upper School Honors designations, and coordinate the release of academic records and transcripts
- Serve on the Grade-Level Deans Team and the Admissions Committee
- Coordinate with the Director of College Counseling to support the college application process
- Contribute to the creation of the annual school profile in collaboration with the Director of College Counseling and Director of Upper School
- Attend admission and retention events
- Coordinate quarter, semester, and end-of-year awards ceremonies
- Display a commitment to diversity and to creating a culture of equity, inclusion, and belonging in approaches to teaching and learning, as they are recognized and valued by SHA
- Share in the day-to-day life of the SHA community and in furthering the School's mission

Qualifications

- Bachelor's degree required, Master's degree preferred
- Experience in the fields of teaching and learning, ideally in leadership capacity; experience working in an independent school preferred
- Excellent organizational, communication, interpersonal, time management, and writing skills
- Strong public speaking skills and the ability to lead events for students, parents, and colleagues
- Demonstrated ability to connect with and make a positive impact on young people
- The ability to communicate and work effectively with students, parents, teachers, administrators, staff, and outside professionals
- Willingness to engage with and learn from people with diverse backgrounds and experiences
- Commitment to building a diverse, equitable, and inclusive school community; experience in and demonstrated commitment to equity and inclusion work that supports a diverse community preferred
- Demonstrated commitment to ongoing professional growth and development
- Appreciation of and commitment to single gender education



- Eagerness to contribute positively to the SHA community and uphold its Mission including a commitment to the Sacred Heart *Goals and Criteria*
- Ability to bring joy, kindness, maturity, and flexibility to the school environment

To apply, please send a cover letter, resume, and contact information for three professional references to the *Director of Academics Hiring Committee* at admin.opening@shabrynmawr.org.

Sacred Heart Academy Bryn Mawr is part of a network of 25 Sacred Heart schools located in North America which share a common heritage and vision. There are more than 150+ Sacred Heart schools around the world, providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, and service opportunities. Sacred Heart Academy is accredited by the Pennsylvania Association of Independent Schools (PAIS) and a member of the Association of Delaware Valley Independent Schools (ADVIS) and the National Association of Independent Schools (NAIS).

To learn more about Sacred Heart Academy Bryn Mawr, please visit <https://www.shabrynmawr.org/>

Mission

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to *the Five Goals and Criteria* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.

Notice of Non-Discrimination

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.