

Director of the Global Studies Diploma Program

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| Job Title: | Director of the Global Studies Diploma Program |
| Department: | Global Education Office |
| Reports To: | Head of Upper School |
| FLSA Status: | Exempt |
| PDS Status: | Full Time/Eleven Months |

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,825 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

The Director of the Global Studies Diploma program oversees the curriculum, faculty development, student development, and various administrative aspects of the Global Studies Diploma (GSD) program. The role involves collaborating with the Global Education Office, Academic Council, and Upper School faculty and staff to ensure alignment in pedagogy and competencies. The role is multifaceted, requiring a combination of educational leadership, organizational skills, and community engagement to ensure the success and growth of the Global Studies Diploma program.

Essential Duties and Responsibilities

1. Global Studies curricular responsibilities
 - a. Teach Global Leadership and Global Civics semester classes
 - b. Lead curricular discussions on GSD courses (current/proposed) using rubrics to determine if courses (including Global Online Academy) meet GSD standards and requirements
 - c. Review student portfolios and competencies to ensure they align with the program's and the school's goals
 - d. Implement migration from Mastery Learning Record to Mastery Transcript
2. Global Studies Faculty Development Responsibilities
 - a. Direct on-campus global teacher professional development programming workshops, in-service days, or one-on-one consultation
 - b. Support global curriculum development and provide resources for faculty research
 - c. Observe all GSD teachers regularly throughout the year, sharing feedback and coaching ideas
3. Provide an end-of-year program report for the senior leadership team. Meets periodically with the Assistant Head for Academic Affairs and Head of Upper School to discuss program business, projects, and goals. Submits a program report summarizing the department's activities for the year.
4. Student Development Responsibilities
 - a. Lead and implement GSD student orientation program.
 - b. Support GSD students through the course registration process as well as maintaining appropriate course of study and registration materials for program completion, including Global Online Academy classes.
 - c. Support students with the building of their GSD learning portfolio.
 - d. Evaluate portfolios and select and train a team to evaluate Master Learning Records
5. GSD Community Engagement
 - a. Meet individually or as a group with current, new, and prospective students/families with registration questions and program information
6. Attends Academic Council and Curriculum Council meetings. Represents ideas and opinions in decision-making, and communicates with program updates to both Academic Council and Curriculum Councils.
7. Marketing and Communicating the GSD Program
 - a. Communicate story and social media opportunities with MarComm
 - b. Update GSD pamphlet and registration materials once a year
8. Guide and mentor the GSD Student Leadership Team

- a. Meet bi-weekly with the Team to discuss programming, GSD meeting agendas, and mentoring, and to elicit their input for creating community within GSD.
9. Keep external and internal website and database content up to date.
10. Actively engages and supports co-curricular activities/programs related to the GSD program
11. Prepare and monitor the budget as needed in collaboration with the Global Education Office

Application Process:

Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.GlobalStudiesDirector@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).