



Position Title: Director of the Sciences
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Division Heads

Position Purpose

In addition to teaching three biology classes, the Director of the Sciences works in collaboration with the Lower, Middle, and Upper School division heads. A director at SCH Academy is responsible for planning, implementing, supervising, and evaluating a Pre-K–12 program that supports the mission, goals, and continuous improvement of the school.

Essential Functions

Teaching and Advising

- Teaches three biology courses in the Upper School in the 2024-2025 school year, with a willingness to teach various courses within the Middle and Upper School divisions in future years.
- Advises approximately 10 students, serving as a mentor and liaison between the school and family and providing academic, social, and emotional support.

Grades PreK–12 Curriculum Leadership

- Works collaboratively to establish a rigorous, sequential curriculum based on national and local standards.
- Articulates departmental strategies in achieving the mission and goals of the school by setting objectives, assessments, and policies in consultation with the members of the department.
- Attends the department chairs' meeting each week. Contributes agenda items and shares responses to school initiatives. Communicates topics from the department chairs' meeting to department members when appropriate.
- In collaboration with the Head of Lower School, oversees the science curriculum and teacher supervision of PK-4th grade science teaching and learning.

Department Leadership

- Models reflective practice, professional growth, and continued scholarship for department members.
- Communicates information to department members relating to planning, curriculum development and assessment, resources, facilities, and activities.
- Coordinates the teaching objectives, materials, methods, and means of assessment used by each teacher within the department; maintains records relating to standardized test scores and course grades in department courses.
- Convenes regularly scheduled department meetings:
 - Plans, publicizes, and conducts the Science Department meetings 1-2X per month; emails agenda to department members and division heads.
- Evaluates continuously and supports the performance of each teacher in the department, culminating in an annual evaluation conference with performance assessments and shared goals. Supervision includes:
 - Regular meetings with all teachers, classroom observations and visits, supervision of professional growth, and evaluation and support of teachers as required.
- Arranges for departmental substitutes in accordance with the school's substitute policy.
- Conducts searches for candidates to fill vacancies within the department.
- Orders supplies and requests maintenance as needed for the department.
- Supervises use and appearance of departmental common spaces.
- Manages the departmental budget.
- Oversees the Biomedical Science Focus Track program and supervises the Biomed Program Coordinator

General Program Support

- Submits staffing and course offerings for the upcoming school year.
- Organizes and submits sectioning requests in the spring for the upcoming school year.
- Represents the department at various school events, e.g., open houses, transition evenings, and award evenings.

- Stays abreast of standardized test results. Works with department members, division heads, and the Director of College Counseling to analyze scores, making adjustments in program as appropriate.
- Periodically reviews the library collection to assess pertinence to curriculum and to recommend materials for possible acquisition.
- Recommends summer projects and programs to students interested in the discipline.
- Works with the division head and Development Office to publicize the scholarship and endeavors of the department. Provides new items for the website, *Chestnut Hill Local*, and other publications.
- Supports the school and its leadership.
- Performs additional duties as assigned by the Head of School and Division Heads.

Qualifications

- Master's degree or post-graduate work in subject matter and/or educational administration.
- A minimum of five years teaching and administration experience in an independent school environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Able to move around a classroom and other school environments.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.

Application Procedure

Interested candidates, please e-mail a cover letter, resume, statement of education philosophy, and contact information for three references to careers@sch.org.

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