The Greene School

The Greene School in West Palm Beach, FL., seeks a Curriculum Director and Registrar.. This position plays a pivotal role in advancing The Greene School's mission of igniting the potential in bright, curious, and joyful students. This unique position blends academic leadership with operational excellence, overseeing curriculum design and implementation while managing student records, scheduling, and course registration processes. The ideal candidate will be both an instructional leader and a systems thinker; someone who understands how thoughtful curriculum design, data systems, and scheduling all interconnect to support student success. This is a 12-month position reporting to the Assistant Head of School.

Essential Functions:

Curriculum Leadership

- Lead the ongoing review, alignment, and development of middle and high school curricula to ensure vertical and horizontal coherence across disciplines.
- Collaborate with department chairs and faculty to ensure innovative and mission-aligned course offerings.
- Support teachers in developing interdisciplinary and project-based learning experiences that reflect best practices in an ever evolving educational landscape.
- Monitor curriculum mapping and assessment practices to promote academic continuity and excellence.
- Serve as a resource for faculty in the integration of technology and instructional design strategies.

Registrar and Scheduling Management

- Oversee all aspects of student course registration, scheduling, and academic record-keeping.
- Develop and manage the master schedule in coordination with administration, balancing student needs, faculty assignments, and resource allocation.
- Maintain accurate and confidential student records in the Student Information System (FACTS).
- Prepare and update transcripts, progress reports, and grade reports as required.
- Ensure compliance with state, accreditation, and institutional reporting requirements.

Instruction and Faculty Collaboration

- Teach one to two middle or high school courses in the candidate's area of expertise.
- Partner with the Assistant Head of School and academic leadership team to support faculty professional growth and instructional innovation.
- Provide guidance and support for the integration of curriculum and scheduling within personalized pathways or independent study programs.

Data and Systems Oversight

- Serve as a primary administrator for the school's Student Information System (FACTS), ensuring data accuracy and optimizing functionality.
- Collaborate with technology and administrative staff to streamline academic processes and reporting.
- Use data analytics to inform decision-making related to student achievement and program development.

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Qualifications:

- Bachelor's degree in Education, Curriculum & Instruction, or a related field required; Master's degree preferred.
- Minimum of 5 years of experience in education, including significant experience with middle and high school curriculum development.
- Prior experience managing academic records, student scheduling, or registrar functions.
- Proficiency in Student Information Systems (preferably FACTS).
- Strong understanding of independent or college preparatory school environments.
- Excellent organizational, analytical, and interpersonal skills.
- Demonstrated ability to balance visionary academic leadership with operational precision.
- Strong public speaking skills in order to participate in presentations to students, parents, and colleagues

General:

- Deep commitment to The Greene School's mission and values of intellectual curiosity, integrity, and individualized education.
- Performs in a manner that reflects positively on The Greene School.
- Communicates well, works congenially, and interacts effectively with all school personnel and families, as well as with the larger educational community.
- Performs other duties as requested.
- Experience teaching at the secondary level.
- Comfort with innovative scheduling models and personalized learning frameworks.
- Collaborative, flexible, and creative problem solver.

Application Materials Requested:
Email cover letter, resume/cv, counseling philosophy, and references to:
Dr Denise Spirou - dspirou@thegreeneschool.com