



MARYMOUNT INTERNATIONAL SCHOOL ROME



JOB DESCRIPTION

Position: Director of Student Pathways & Innovation (Grades 8-11)

Member of: Secondary Management Team

Marymount is a private, Catholic, English speaking, co-educational school that welcomes over 800 students of diverse cultural and religious backgrounds, aged from 2 to 18 years, and offers them an excellent program of studies and extracurricular activities.

A Marymount leader is committed to the school's philosophy and works to develop its goals. S/he is dedicated to educating the whole person. The leader is aware of the individual needs of each student and strives to help each student develop his/her full potential. S/he works with students, faculty, and families both inside and outside the classroom and is committed to active involvement in the total school program. S/he cooperates with colleagues to ensure a fully integrated approach to student development and regularly participates in activities directed towards her/his own professional development.

Reports to: Head of School

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation, or emotional ill-treatment. The School should provide a caring, positive, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child.

Job Summary:

Director of Student Pathways & Innovation (Grades 8-11)

This new position will lead the Marymount Secondary School community in the design and implementation of a comprehensive four-year pathway system (Grades 8-11) that cultivates individual student interests through an entrepreneurial, innovative learning approach. The Director will ensure every student discovers authentic passions, develops substantive projects and ventures, and graduates prepared with compelling portfolios that position them for purposeful post-secondary success. S/he will spend significant time working directly with students, individually and in groups, guiding them to discover authentic passions, develop substantive projects and ventures, and graduate with compelling portfolios that position them for purposeful post-secondary success.



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Strategic Positioning:

Working under the Head of School and as part of the Secondary Management Team (alongside Secondary Principal, 2 Academic Assistant Principals, College Counselor and Director of Specialist Learning), this role focuses exclusively on interest cultivation, entrepreneurial mindset development, and student portfolio building, complementing but not overlapping with the College Counselor's university guidance support nor with the Academic APs' curriculum and instructional responsibilities.

The Four-Year Arc (Grades 8-11):

Grade 8: DISCOVER

- Interest exploration and self-assessment
- Exposure to diverse fields and possibilities
- Introduction to design thinking and entrepreneurial mindset
- Outcome: Students identify 2-3 areas of genuine curiosity

Grade 9: EXPLORE

- Deeper investigation into chosen interests
- Initial passion projects and mentorship connections
- Portfolio system introduction
- Outcome: Students commit to 1-2 primary pathways

Grade 10: DEVELOP

- Substantive venture incubation (research, businesses, community projects)
- Internship and work-based learning opportunities
- Competition participation and external partnerships
- Outcome: Students produce tangible, documented achievements

Grade 11: REFINE

- Portfolio completion and impact documentation
- Narrative development and purpose articulation
- Strategic positioning for post-secondary readiness
- Seamless handoff to College Counselor
- Outcome: Students arrive at Grade 12 with developed passions and compelling stories



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Course Descriptions:

Grade 8: From Curiosity to Scholarship

This course is designed to nurture students' curiosity and enable them to reach their full potential as scholars by developing the skills, academic profile, and intellectual acumen needed to thrive at top-tier global universities. Led by the Director of Student Pathways and Innovation, this course empowers students to build a comprehensive learning portfolio that showcases their unique academic journey and developing passions.

Students in this course are encouraged to flourish beyond the standard curriculum by exploring the literature, concepts, and research in selected fields of study in greater depth. The course fits into a coherent and sequential framework from Grade 8 through Grade 11, ensuring students have the breadth and depth of knowledge and experiences that will prepare them for advanced study. In Grade 8, the class focuses on the initial stages of building scholarly practice, discerning areas of interest and intellectual curiosity, considering different mediums of research and expression, and learning how to present ideas with confidence, cogency, and coherence.

Grade 10: Elite Scholars' Program

This course is designed for ambitious students who want to reach their full potential as scholars and develop the skills, academic profile, and intellectual acumen that will make them successful at top-tier global universities. Led by the Director of Student Pathways and Innovation, this course empowers students to build a comprehensive learning portfolio that showcases their unique academic journey and developing passions.

Students in this course are encouraged to flourish beyond the standard curriculum by exploring the literature, concepts, and research relevant to their chosen fields of study in greater depth. The course fits into a coherent and sequential framework from Grade 8 through Grade 11, ensuring students have the breadth and depth of scholarship and experiences they need to be successful at the most selective institutions. In Grade 10, the class focuses on leveraging this crucial interim year before diploma classes begin, ensuring that their portfolio reflects a clear and ongoing scholarly journey, growing confidence and expertise in the methods, concepts, and networks relevant to their chosen fields, as well as technical knowledge and expertise in specific university application processes, for example admissions tests.



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Duties and Responsibilities:

1. Strategic Program Design & Implementation

Four-Year Pathway System Development

- Design and implement a comprehensive, progressive interest cultivation curriculum for Grades 8-11
- Create clear milestones, deliverables, and assessment frameworks for each grade level
- Build longitudinal tracking systems for student portfolio growth and pathway alignment
- Ensure alignment with Marymount's mission, RSHM values, and CIS Standards

Integration with Secondary School Operations

- Partner with Head of School and Secondary Principal on strategic vision for Grades 8-11 student development
- Collaborate with 2 Academic Assistant Principals to embed pathway work into academic programs without disrupting curriculum delivery
- Work with Director of Specialist Learning to expand Global Online Academy enrollment, and to ensure inclusive, accessible pathway opportunities for all learners
- Coordinate with extracurricular, service learning, and enrichment programs to maximize student growth opportunities

2. Student Interest Cultivation & Venture Development

Grade 8: Discovery Programming

- Design and deliver career and interest exploration workshops
- Implement self-assessment tools and reflection activities
- Identify speakers for Marymount Talks featuring diverse professionals and alumni
- Introduce students to design thinking, problem-solving, and entrepreneurial concepts
- Facilitate early portfolio creation and goal-setting

Grade 9: Project Initiation & Mentorship

- Develop "Passion Project" curriculum or advisory integration
- Establish mentorship matching system (connecting students with faculty, alumni, industry professionals)
- Guide students in planning meaningful summer experiences
- Support first substantive portfolio entries and reflective practices
- Build student capacity for self-directed learning

Grade 10: Venture Incubation & External Engagement



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- Oversee student-led research initiatives, social enterprises, or creative ventures
- Coordinate internships, job shadowing, and work-based learning placements
- Facilitate participation in academic competitions, conferences, hackathons, or showcases
- Develop partnerships with external organizations, businesses, and community groups
- Guide students in documenting process, challenges, and growth

Grade 11: Portfolio Refinement & Positioning

- Conduct individual portfolio review and refinement sessions
- Lead narrative development workshops (helping students articulate their journey and impact)
- Prepare students to communicate their passions and goals authentically
- Plan spring transition meetings to ensure seamless Grade 12 handoff

3. Entrepreneurial Learning & Faculty Development

Innovative Pedagogy Leadership

- Lead professional development for Secondary faculty (Grades 8-11) on project-based learning, design thinking, and experiential education
- Champion student agency, voice, and ownership in learning experiences
- Support faculty in mentoring student ventures and providing authentic feedback
- Model and promote growth mindset, resilience, and creative problem-solving
- Integrate entrepreneurial thinking across disciplines and departments

Experiential Learning Ecosystem

- Build robust network of industry partners, alumni mentors, and community organizations
- Create opportunities for real-world learning beyond classroom walls
- Develop "Innovation Labs" or collaborative maker spaces for student work
- Facilitate access to external resources, competitions, and enrichment programs
- Establish systems for tracking and celebrating student achievements

4. Community Engagement & Communication

Family Partnership

- Educate parents on the four-year pathway development process
- Communicate grade-level expectations and milestone celebrations
- Provide guidance on supporting student interest exploration at home
- Host parent workshops on post-secondary preparation (complementing College Counselor)
- Share student success stories and portfolio highlights



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School-Wide Visibility

- Present pathway data and student outcomes to Secondary Management Team, Senior Leadership Team, Board, and community
- Organize exhibitions, showcases, or demo days featuring student ventures
- Contribute to school publications, social media, and external communications
- Represent Marymount's innovative approach at conferences and peer school networks
- Build school reputation for entrepreneurial, mission-driven education

5. Leadership Team Collaboration

Head of School Partnership

- Provide regular updates on pathway program progress and student outcomes
- Contribute to whole-school strategic planning and policy development
- Support accreditation processes and continuous improvement efforts
- Represent student pathway perspective in budget and resource allocation discussions
- Participate in Senior Leadership Team meetings as needed

Secondary Management Team Coordination

- Active member of Secondary Management Team strategic planning and decision-making
- Weekly coordination meetings with Secondary Principal on program implementation
- Collaborative work with 2 Academic Assistant Principals on student progress and curriculum integration
- Joint planning with Director of Specialist Learning on inclusive program design and accommodations
- Unified messaging to faculty, students, and parents
- Shared data analysis on engagement, achievement, and post-secondary outcomes

College Counselor Transition Protocol

- Structured Grade 11 spring handoff meetings (individual student review)
- Comprehensive portfolio and narrative summary documentation
- Collaborative planning for summer experiences before Grade 12
- Ongoing communication about student interests, achievements, and goals
- Clear delineation of roles: content development (Pathways Director) vs. application process (College Counselor)

6. Assessment, Data, & Continuous Improvement

Program Evaluation



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- Establish metrics for measuring pathway alignment, student engagement, and portfolio quality
- Track Grade 8-11 student progression and interest development longitudinally
- Analyze correlation between pathway work and post-secondary outcomes
- Gather feedback from students, faculty, parents, and College Counselor
- Use data to refine and improve program design annually

Reporting & Accountability

- Prepare regular reports for Head of School and Board on program effectiveness
- Document student success stories and impact narratives
- Benchmark against peer schools and best practices in interest cultivation
- Ensure alignment with school mission, strategic plan, and accreditation standards
- Maintain transparency about challenges and areas for growth

Education & Experience

- Master's degree in Education, Educational Leadership, Innovation, or related field
- 8-10+ years in education with progressive leadership responsibility
- Experience working in secondary school setting (Grades 8-11 or equivalent)
- Proven success in designing and implementing multi-year, systemic programs
- Background in project-based learning, experiential education, design thinking, or entrepreneurship education

Skills & Competencies

Strategic Vision & Systems Thinking

- Ability to design four-year developmental arcs with progressive complexity
- See connections between student interests, academic programs, and post-secondary outcomes
- Balance innovation with institutional stability and mission alignment
- Build sustainable systems that function with minimal direct oversight over time

Collaborative Leadership

- Partner effectively with Head of School, Secondary Principal, and management team peers who have different functional priorities
- Navigate relationships with 2 Academic Assistant Principals and Director of Specialist Learning collaboratively
- Influence without direct authority over academic operations
- Build consensus across diverse stakeholders
- Strong communication skills with students, faculty, parents, and external partners



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Student-Centered Approach

- Deep belief in adolescent potential and capacity for meaningful work
- Skill in building authentic relationships with secondary students (Grades 8-11)
- Ability to inspire students to take intellectual and creative risks
- Coaching and mentoring expertise for long-term projects
- Culturally responsive and inclusive in all practices

Entrepreneurial Mindset

- Comfortable with ambiguity, iteration, and learning from failure
- Resourceful problem-solver who finds creative solutions
- Models growth mindset, resilience, and innovation
- Takes calculated risks in service of student development

Mission Alignment

- Commitment to Marymount's Catholic identity and ethos, and RSHM educational philosophy
- Respect for faith-based education and diverse spiritual journeys
- Passion for empowering students to discover purpose and meaning
- Integration of values, ethics, and social responsibility into all work

Appendix: Role Differentiation Within Secondary Management Team

How This Role Complements (Not Overlaps) Other Leadership Functions

2 Academic Assistant Principals	Director of Pathways & Innovation
Focus on curriculum delivery & instruction	Focus on interest cultivation & future readiness
Ensure academic standards are met	Ensure students develop authentic passions
Manage daily operations & student discipline	Design longitudinal pathway systems (Grades 8-11)
Teacher supervision & evaluation	Faculty inspiration & PD in innovation
Assessment & data analysis for academic progress	Portfolio development & student venture support



JOB DESCRIPTION

Grade-level or department coordination

Whole secondary (Grades 8-11) systems thinking

Director of Specialist Learning

Director of Pathways & Innovation

Focus on learning support & accommodations

Focus on ALL students' interest development

Specialized interventions for diverse learners

Universal design for pathway access

IEPs, 504s, learning plans

Entrepreneurial learning for all profiles

Targeted skill remediation

Talent cultivation and portfolio building

College Counselor (Grade 12)

Director of Pathways (Grades 8-11)

Application process management

Content creation for applications

College selection & fit

Interest development over 4 years

Essay guidance & editing

Building the substance students write about

Deadline coordination & submissions

Creating portfolios and projects to showcase

"How to apply"

"What to apply with"