



Saint Mark's School seeks a full-time Director of Teaching and Learning beginning in the 2021-2022 school year; this is a 11-month position. The Director of Teaching and Learning partners with the Head of School and Assistant Head of School to develop a curricular program in support of the School's mission and teaching philosophy. This includes building and supporting an inclusive learning environment that honors each learner's identity and enables all students to have equitable access to the academic program. The Director will report to the Assistant Head of School and serve as a collaborative, forward thinking, and inspirational leader.

The Director of Teaching and Learning plays an important leadership role in planning, developing, implementing, and evaluating the school's K-6 curriculum and assessment, instructional pedagogy, and student learning. The Director of Teaching and Learning is responsible for facilitating both horizontal coordination, vertical scope and sequence, and learning outcomes which align with the School's strategic plan and academic initiatives. The Director of Teaching and Learning will also work in partnership with faculty in support of achieving their professional growth and development goals, including mentoring, coaching, and data collection.

Start Date: August, 2021

PRIMARY RESPONSIBILITIES:

In collaboration with the Head of School and Assistant Head of School, oversee the academic and co-curricular programs and the ongoing process to further deepen and strengthen the academic vision for Saint Mark's School

Serve as the lead instructional coach for the school, mentoring and facilitating teacher training and promoting a learning culture that emphasizes ongoing professional development through faculty growth plans, reflective practice, and a growth mindset

Assist the Head of School and Assistant Head of School in creating an optimal faculty culture and teaching and learning practices across the school to design and instill best practices and a positive school climate

Oversee faculty curriculum committees and Professional Learning Communities (PLCs)

In collaboration with the Assistant Head of School, oversee the Teacher Intern Program, including facilitating professional development, determining TI assignments, and coordinating the TI schedule

In collaboration with the Assistant Head of School, ensure optimal academic program schedules and schedules for drop-off, recess, lunch, and pick-up

Assist the Head of School and Assistant Head of School in designing and implementing the annual Parent Education program

Partner with the Director of Educational Technology and Director of Information Technology in overseeing the integration of technology to enhance student learning

In conjunction with the Head of School and Assistant Head of School, assist with administering annual ERB testing; reviewing and analyzing standardized test scores and benchmarking data to inform curricular decisions, both short and long term

Lead the K-6th grade faculty in documenting, assessing and updating the curriculum to ensure vertical and horizontal alignment in all subject areas, best practices, and clearly identified student learning opportunities and outcomes

Partner with the Preschool Director to ensure vertical curriculum alignment between the preschool and elementary programs

Work closely with the Student Support Team to ensure students' social emotional growth and development and academic success, including identifying instructional strategies that will meet the needs of all students, both those who need a challenge as well as those who need additional support

Support the development, implementation, and evaluation of student learning experiences, assessment methods, and curricular paths

Coordinate human development classes for fifth and sixth graders

Collaborate with the Assistant Head of School and 5th/6th grade faculty team to design and implement the advisory program

Support the primary advisor to the Elementary Student Council and HELP, assisting with all grade 4 through 6 activities, dances, service learning, and fundraising activities

Participate in student life and other campus activities as a full and active member of the Saint Mark's community, including some evening and weekend events

Partner with the Rector, Chaplain, and Assistant Head of School in creating and sustaining a successful Elementary Chapel program

Assist the school with enrollment-related activities, including screening prospective students entering grades K-6

Serve as the back up in the absence of the Assistant Head of School

Other duties as assigned by the Head of School

PROFESSIONAL QUALIFICATIONS:

The successful candidate must be an experienced leader with strong classroom teaching experience in both primary and upper elementary grades and experience with teacher training and curriculum development

Master's degree preferred and teaching certificate or credential and a minimum of seven years as a lead/independent classroom teacher or other equivalent experience

Commitment to a building and sustaining collaborative Professional Learning Community

A deep understanding of current research and professional growth programs that champion forward-thinking teaching and learning practices

Experience creating different modalities of professional growth for adult learners

Strong technology skills and familiarity with integration of technology

A commitment to diversity and equity, fostering culturally competent and inclusive classrooms and actively contributing to a healthy, equitable environment for all members of the community

Familiarity with the following programs preferred: Readers and Writers Workshop, structured literacy programs, Singapore math, social emotional learning, Responsive Classroom, anti-bias curriculum, interdisciplinary teaching, and project-based learning

LEADERSHIP AND PERSONAL QUALITIES:

The ability to establish rapport, build relationships, and work collaboratively with all constituent groups

The vision, flexibility, energy, patience, diplomacy, adaptability, growth mindset, and sense of humor to innovate, lead successfully, and cultivate growth

A passion for inspiring programmatic growth and change, balanced with a judicious understanding that successful innovation requires time and patience in bringing others along

A detail-oriented approach to work and strong communication skills, including writing, listening and public speaking

Professional behavior, including discretion, good judgement, integrity, and confidentiality

Enthusiasm for supporting students in pursuing their passions, talents, and interests

Physical Requirements:

Job includes some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; hearing, speaking, observing and significant fine finger dexterity.

Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally, the job requires 15% sitting, 40% walking and 45% standing and the ability to lift or move up to 50 pounds. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

Salary: Salary is commensurate with experience.

Benefits: A full benefits package includes medical, dental and vision coverage and a TIAA/CREF retirement plan.

Submissions: Qualified candidates should submit a cover letter and current resume to Assistant Head of School Kelly Mancuso at kellym@saint-marks.org by Monday, April 5, 2021.

Non-Discrimination Policy:

Saint Mark's School is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.