



## **Director of Educational Programs**

**Full Time:** 12 Months

**FLSA:** Exempt

**Hours:** Typical hours Monday - Thursday 8:00 am to 4:30 pm; Friday 8:00 AM - 3:30 PM

**Reports to:** Head of School

**Description:** The Director of Educational Programs supervises all areas of the daily educational program. The Director of Educational Programs supports a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff and upholds the School's mission, core values and strategic plan. As a member of the School's Administrative team, the Director of Educational Programs works with the Head of School to provide strategic oversight of the daily operation of the School.

### **Duties & Responsibilities:**

#### Administrative Duties

- Serves on the Administrative team
- Oversees Student Support Services
- Oversees the accreditation process
- Works with the Administration Team to implement the School's Strategic Plan
- Directs the development, assessment, and revision of curriculum, curriculum guides, and courses of study to ensure a comprehensive and cohesive program
- Liaison to the Administrative Team from the Grade Team Leaders and ancillary curricular connections
- Works with Grade Team Leaders to approve Field Trips
- Holds faculty to high levels of professionalism and engages in difficult discussions to improve performances
- Proactively communicates with families information related to students' needs and performance
- Oversees faculty orientation and training
- Oversees the teaching process and supports teachers in matters of classroom management, teaching methods, and general school procedures
- Makes decisions that are in the best interest of the child and family
- Evaluates and manages faculty through regular formal evaluations and frequent observations.
- Leads the collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.) and keeps faculty informed of current trends and research in curriculum and instruction.
- Works in collaboration with the Head of School and Admin team to determine budgetary needs for the academic and enrichment programs

- Works with the Director of Admission in the areas of admission and enrollment including serving as a member of the Admission Committee
- Works with the Director of Advancement to communicate the School's programs with various constituencies
- Oversees areas such as parent conferences, grade reporting, academic standards, level of homework, academic balance, and standardized & benchmark testing, and communicates about these with parents, students, and staff
- Oversees record keeping of narrative reports, grades, grade point averages, transcripts and PSAT data with the Registrar
- Builds internal/external partnerships that support the school's mission and enhance student learning and service learning initiatives

#### Teacher Substitutes

- Coordinates daily teacher subbing needs throughout the school
- Performs substitute duties as needed
- Updates calendar with planned teacher absences including workshops, meetings & personal days
- Updates Front Office whiteboard and coverage log
- Keeps a log of teacher absences

#### Student Discipline

- Supports teachers to manage student behavior
- Meets with students to complete Think Sheets and Behavior Reflections as appropriate
- Coordinates with the SIT team to follow up regarding pattern behavior
- Works with the Head of School and Administrative Team regarding more serious discipline as appropriate
- Ensures that School rules are communicated and that established disciplinary procedures are enacted fairly and consistently

Other duties as assigned by the Head of School