



Director of Educational Programs

About Sant Bani School (SBS): SBS is a Preschool-8th Grade day school nestled in rural Sanbornton, New Hampshire, near the woods, lakes, and mountains our state has to offer. At SBS, we believe that we have something to learn from everyone, and we emphasize community engagement through service and experiential learning. Our mission is to provide a high-level, comprehensive educational experience while also recognizing the value of the spirit. We offer small class sizes, with a total school enrollment of around 140 students, and a dedicated adult community of about 30 collaborative, dynamic, and highly-qualified staff members. SBS fosters a supportive and collegial working environment in which staff are encouraged in their professional development goals and educational interests.

Position 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 and core values. 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. This is a full-time, 12-month position that reports directly to the Head of School.

Responsibilities Include:

Leadership

- Serves on the Administrative team
- Oversees Student Support Services
- Works with the Administration Team to implement aspects of 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
- Holds faculty to high levels of professionalism and engages in difficult discussions when necessary to improve performances
- 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
- Together with the Head of School, 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 the 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

- Oversees the coordination of daily teacher subbing needs throughout the school
- Performs substitute duties as needed
- Updates calendar with planned teacher absences, including workshops, meetings & personal days

Student Discipline

- Supports teachers in managing student behavior
- Meets with students to complete Behavior Reflections as appropriate
- Coordinates with the SIT team to follow up regarding pattern behavior
- Works with the Head of School regarding more serious discipline as appropriate

Other duties as assigned by the Head of School