

JOB DESCRIPTION

Position Title: Director of Curriculum and Instruction

FLSA: EXEMPT

Posting Date: April 21, 2023

Closing Date: June 1, 2023

12 MONTH

Start Date: July 1, 2023

Primary Role: Bridging many aspects of intellectual life on campus, the Director of Curriculum and Instruction oversees all aspects of teaching and learning, faculty professional growth program, coordinates professional development and supports a thoughtful and talented faculty to envision the best possible education for OLMA students. The successful Director of Curriculum and Instruction embraces equity and understands that a rigorous and meaningful academic experience must be accessible to and reflective of all students. The candidate should embody a growth mindset, connect easily with various constituencies, champion an innovative and progressive view of education, and effectively provide resources and constructive feedback to faculty in order to promote professional growth within a rigorous and nurturing learning environment.

The Director of Curriculum and Instruction is a newly formed position and an exciting opportunity for the right candidate to help OLMA take an already strong academic experience and bring it to the next level. With a talented faculty in place, the Director will work collaboratively to re-envision the faculty professional growth program and provide professional learning opportunities to support our strategic vision. With deep expertise in best pedagogical practices, the Director will lead innovations in curriculum, instruction, and assessment at OLMA.

Education:

- Master's of Education preferred

Years of Relevant Experience

- 5 or more preferred

Types of Experience

- and/or relevant work experience

Certifications & Licenses:

- Teacher certification preferred

Skills / Knowledge:

- An understanding and appreciation of working in an all-girls environment
- An understanding and appreciation of the mission of OLMA
- A detail-oriented approach to work with the ability to be flexible in terms of shifting priorities throughout the work day.

Competencies:

- Fluency in technology and the ability to learn and adapt to new technologies
- Fluency in the Google platform (sheets, docs, slides etc.)

Work Environment:

We are particularly interested in hearing from qualified candidates who want to work in a school that emphasizes the full development of each individual and service to others.

Travel Requirements:

Minimal

Key Interfaces/ Relationships:	Students, parents and other faculty members.
Other:	Please note: This job description is not designed to cover or contain a comprehensive list of all activities or duties required to meet the standards of the OLMA community.
Position Reports to: Head of School	
To Apply: Please email a cover letter and resume to Brooke Coyle, Head of School, at mrs.coyle@olmanj.org	