

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Director of Curriculum and Instruction

DEPARTMENT: Leadership Team

REPORTING TO: Head of School

DEPT. OF LABOR STATUS: Full-Time, With Benefits; Exempt

Requirements:

- Master's Degree in Education: Leadership, Curriculum, Teaching, or Exceptional Student Education;
- Teaching experience in the public or private sector;
- Administration and supervision experience preferred. 3 years experience in educational administration;
- Documented and professionally evaluated leadership experience;
- Experience in curriculum development and evaluation;
- Experience in teacher recruitment and evaluation, student admissions, staff development/training, and related school administration responsibilities;
- Knowledge of/experience in human resources management, particularly relating to employee benefits; and,
- Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Duties and Responsibilities (Direct and Supervisory):

- I. Provide leadership and modeling for teachers in instructional practice, including intervention and differentiation lesson planning processes.
  - A. Ensure ATLAS maps and lesson plans are up to date and meet the needs of the students.
  - B. Lead professional development and team meetings based on teachers' needs.
  - C. Lead implementation of standards-based grading, designed to ensure that grades are closely aligned with mastery of learning targets.
  - D. Supervise academic teaching staff at the school. This includes the following:
    - a. Conduct observations of each teacher's classroom and provide informal constructive feedback to the teacher within 24 hours.
    - b. Provide coaching sessions with each teacher during each quarter. Provide additional coaching for newer teachers or teachers needing additional support.
    - c. Identify professional goals for each teacher annually and create professional development plans to support teachers in meeting their goals.
    - d. Conduct evaluations of academic teachers twice a year (once informally; once formally).
  - E. Support teachers at parent conferences as needed.
  - F. Take a lead on teacher certification / recertification and PD hours.
  - G. Actively participate in the hiring of academic teachers in collaboration with the Head of School.
    - a. Post job openings to appropriate sites when requested.
    - b. Receive, review, and discuss with the Head of School any resumes received from potential job applicants.

- c. Participate in interviews and evaluations of applicants.
- d. Coordinate orientation program for new employees.

## II. Coordinate and Supervise general Human Resources related tasks for faculty and the School

- A. Oversee faculty schedules for extracurricular duties (e.g., homework help, extended day coverage, etc.), monitor time records with the Business Manager for fulfillment of regular required hours and extracurricular leadership requirements.
- B. Assist Head of School with execution of Wellness Program options that are selected for the faculty and staff.
- C. Act as primary liaison with Florida Council of Independent Schools for issues regarding School accreditation, evaluations, and responsibilities.
- D. Supervises the implementation of Federal, State, and local grants including evaluation and end-of-year reports with the Advancement Director.
- E. Exercise approval authority for faculty requests for paid time off, sick leave, etc. Monitor with the Business Manager accrual, use, and balance of Paid Time Off benefits.
- F. Evaluate curriculum purchase needs and faculty curriculum purchase requests and submit decisions to the Head of School for approval.
- G. Maintain faculty internal records of fulfillment of professional development requirements.
- H. Maintain faculty records in FCIS Master In-Service Program.
- I. Maintain records of faculty certifications with the Florida Department of Education.
- J. Ensure Faculty Data Sheet(s) are kept updated by faculty members.
- K. Be an active member of the School Leadership Team

### III. Coordinate and Supervise student assessments, class schedules and other student centered activities

- A. Serve as the school's assessment coordinator, which includes management of NWEA MAP testing three times per year and state standardized assessments in the spring.
- B. Analyze data on a regular basis to inform instructional decision-making and planning. Data includes interim assessment analysis from all courses, course pass rates, NWEA MAP data, and standardized test data.
- C. Oversee transcripts of students and work with Dean of Students on grade verifications, end of term grades, and report cards
- D. Participate in scheduling of classes to ensure that all students are able to take the classes needed.
- E. Develop academic support programs as needed to meet students' needs.
- F. Collaborate with the Guidance Counselor on individual graduation planning and college planning work.
- G. Establish summer camps, and after school activities