



## **Brookwood School**

Title: Director of Teaching and Learning

Date: December 2017

### **About Brookwood**

Brookwood School is a PreK-8 independent school with 375 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston.

Brookwood provides an academically challenging education through a child-centered program focused on building 21<sup>st</sup> century skills and graduating students of conscience, character, compassion and cultural competence. It offers a playful, collaborative work environment of more than 90 faculty and staff who go the extra mile to do what is best for kids.

### **Position Summary**

Brookwood seeks an outstanding educational leader to serve as the Director of Teaching and Learning as of July 1, 2018. The Director of Teaching and Learning is responsible for the leadership, continuity and alignment of the PreK-8 program in collaboration with the Division Heads and Department Coordinators. In addition to the oversight of program innovation and the implementation of strategic program initiatives, s/he will help hire, mentor and retain faculty and support a culture of teaching excellence focused on successful student outcomes. The Director reports to the Head of School, serves as a key member of the senior leadership team, and works closely with faculty, Division Heads, Department Coordinators, and senior leadership. The ideal candidate will have strong teaching and curriculum development experience, a deep knowledge of child development, exceptional communication skills, and an infectious sense of fun. The candidate will put students' needs at the center of decision-making and will be an inspiration to and collaborator with a high-performing faculty.

### **Essential Duties and Responsibilities**

- In partnership with Division Heads, oversee PreK-8 curriculum to ensure vertical and horizontal alignment and excellence, pedagogical consistency, and a commitment to 21st-century skills.
- Oversee departmental curricular review, improvement and mapping. Review proposed major changes to the curriculum.
- Partner with Division Heads to amplify the identity of each division.
- Oversee robust faculty evaluation process; in partnership with Division Heads, support faculty growth and excellence.
- Coordinate a successful professional development program to ensure professional growth for all faculty, including hosting sessions on key topics and identifying appropriate workshops, speakers, and programs.

- Oversee the work and growth of Department Coordinators.
- In partnership with Division Heads, assist with hiring of faculty.
- Create and implement mentor program for new faculty; oversee new employee orientation.
- Ensure excellence and consistency in assessment, homework expectations and parent reporting across divisions.
- Partner with faculty leaders to guide school-wide threads of social-emotional learning, wellness, innovation, global education, outdoor education, and service learning.
- With the Director of Technology, help oversee the implementation of technology resources to best meet teaching and learning goals.
- With Division Heads, oversee the implementation of the learning skills program.
- Assist in forwarding the school's commitment to diversity and cultural competence.
- With Division Heads, develop a cohesive, robust parent education program.
- Create opening and closing school-wide meeting schedules; plan monthly rotation of division, department, Department Coordinator and full employee meetings.
- Complete other duties as assigned by the Head of School.

### **Ideal Experience and Personal Characteristics**

The ideal candidate will have a master's degree and at least seven years of relevant teaching and/or administrative experience with proven effectiveness in leading educational change. The candidate will be current with educational research, trends and best practices for PreK-8 teaching and learning and will have a deep understanding of differentiated instruction, curriculum development, and educational technology to enhance teaching and learning goals. The candidate will have experience in implementing project-based learning and interdisciplinary projects and infusing innovation into the curriculum. In addition, the candidate will have experience pursuing issues of diversity and equity and fostering a diverse school community. The candidate will (1) be an excellent listener who can synthesize disparate points of view into a coherent, well-organized narrative; (2) have the ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions; and (3) be a self-reflective educator who is optimistic and models a growth mindset.

### **To Apply**

Interested candidates should email a cover letter, résumé and statement of educational philosophy to Patti Gillis, Administrative Assistant and Registrar ([pgillis@brookwood.edu](mailto:pgillis@brookwood.edu)).