



SPRINGWOOD SCHOOL

Director of Academics

Job Title: Director of Academics **Status:** 12-month, Full-time/Exempt employee
Date: January 18, 2023 **Reports to:** Head of School

School Overview

Springwood School is a private, K4-12 college and career preparatory, day, and international boarding school led by Christian leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

The program vision of Springwood School is to be a college and career preparatory school with integrated curriculum tracks for both college prep (IQ based programs) and career prep (EQ, soft skill-based programs) and while serving as an entrepreneurial mindset incubator, preparing students to navigate their future careers and transitions.

Position Summary

The Director of Academics is a leadership position that reports to the Head of School, serves on the Strategic Team, leads the Academic Team, and reaches across all levels of the school, all curricula disciplines, and all programmatic offerings.

The Director of Academics:

- Works in partnership with constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of academics and learning
- Provides leadership and oversight to maintain the academic rigor and integrity throughout the school, while mentoring teachers, supporting students' academic well-being and serving as a resource to parents
- Embodies a deep commitment to the ongoing evaluation of faculty, curriculum, and academic programming, assuring vertical, horizontal, and cross-discipline alignment, with relevant and intentional student experiences, applying leading-edge teaching and learning approaches
 - Is a student of and possesses a clear understanding of the purpose, objectives, and ethos of the independent school industry and culture

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Maintain alignment between the school's mission and all academic programming
- Serve as the academic advisor to the Head of School, as it pertains to K4-12 curriculum, academic programming, personnel, and accreditation

- Supervise the lead teachers for each level of the school (Primary/Elementary, Junior, and Senior High) and all faculty K4-12
- Lead the process of hiring and supervising the faculty for all three levels of the school
- Serve as the coordinator of faculty professional development and faculty growth
 - Facilitate faculty classroom observation, performance review, and appraisals
 - Lead, develop, and manage faculty meetings, task forces, and other programming as they pertain to academics campus-wide
 - Develop, train, and manage substitutes and classroom proctors
- Serve as an educational catalyst for best institutional and educational practices
 - Develop and oversee the curriculum, instruction, and assessment programs
 - Ensure curriculum integrity, alignment, and articulation across all three levels of the school
 - Support best practices in curriculum and pedagogy based on current research on teaching and learning
 - Implement curricula based on grade level and school subject, collaborating with faculty to select textbooks and classroom materials
 - Conduct internal curriculum reviews to ensure content is current and relevant and meets quality standards
 - Collaborate in collecting and analyzing the creation and revision of all academic data analysis
 - Work with College, Career, and Academic Counselor to ensure
 - Specific student academic plans are developed for each student
 - Portfolios are developed for each student providing a record of their academic work, service work, internships, and personal accomplishments
- Collaborate with the Registrar and lead teachers for each level to develop class schedules, faculty teaching assignments, and room assignments along with the student registration process
- Provide student support and student life services
 - Support students with tutoring and assistance for their courses
 - Identify a network of tutors as needed to support students
 - Implement student disciplinary procedures
- Contribute to the development of the annual budget
 - Provide financial accountability and oversight in academic areas
- Assist with student recruitment: marketing and advertising
- Assist Head of School and the Strategic Team in the development of the school's strategic plan
- Serve as the school liaison for the accreditation process
- Other duties as assigned by the Head of School

Interpersonal Skills

- People skills essential to interact with teachers, students, alumni, and parents
- Problem-solving skills and the ability to manage stress, react calmly to crises, and find creative solutions
- Possesses a warm collaborative nature, positive energy, sense of humor, and is a consensus builder
- Demonstrates excellent skills in communication and technology, including outstanding writing and public speaking skills

- Interpersonal skills to build close relationships with peers, senior administrators, parents, and students
- Decision-making skills to make effective and well-informed decisions on a variety of educational and non-educational matters

Intellectual Acumen

- Demonstrates initiative and aptitude for learning complex concepts
- A self-directed learner who seeks out new best practices, methodologies, and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in
- Constantly searches for new ideas, is an open minded and strategic thinker, and is willing to meet people where they are
- Fully embraces 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities

Planning Skills

- Exceptional attention to detail
- Believes in cross-disciplinary teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Is a calculated risk taker and is not paralyzed by challenges or failures
- The ability to successfully multi-task and function in a fast-paced school environment

Technical Skills

- Cross-Platform technology competency is preferred
- Ability to lead the faculty and students in use and conformity to a school wide Learning Management System
- Demonstrated understanding of various instructional technology tools and suites including Microsoft Office, Google Educational Apps, and multimedia digital media applied to learning

Qualifications

Education

- Bachelor's degree from an accredited college or university, and/or equivalent education or experience that documents readiness for success in this role
- Advanced educational or leadership degree is preferred

Experience

- Minimum of 5 years of school administrative and supervisory experience required
- Previous experience in a private school environment preferred

Other

- Ability to serve in a full-time 12-month role

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School and to contribute to the overall life and culture for our students.

For More Information for Job Candidates

Please visit our Springwood School Careers page at <https://www.springwoodschool.org/my-wildcats/employment.cfm>.

Springwood School uses site-based hiring practices and as such, administrators are responsible for interviewing and selecting those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School, at headofschool@springwoodschool.com