



DIRECTOR OF CURRICULUM AND INSTRUCTION

Position Description & Responsibilities – To begin July 2018

POSITION DESCRIPTION

The City School is establishing a senior academic leadership position to serve as the director of curriculum and instruction. The Curriculum Director focuses on developing and aligning the school's curriculum and instruction through our school's commitment to shalom. They will be the only academic leader with responsibilities that are primarily schoolwide, including accreditation, professional development, benchmark assessments and curriculum development. This position partners with each principal in matters of scheduling, teacher evaluation/development and general support (counseling, academic support, etc). This full-time position will establish an inventory of all academic programming across the school's campuses. This position will lead the school's upcoming accreditation efforts through the Association of Christian Schools International, the Middle States Association and the Mennonite Education Agency. They report directly to the Head of School and will coordinate their work with the school's principals and faculty in order to accomplish these institutionally critical responsibilities.

KEY RESPONSIBILITIES

- Academic Leadership – pursue excellence in training students' minds and discipling their hearts, specifically in curriculum and accreditation
- Spiritual Leadership – cultivate a school climate committed to honoring Jesus in word and deed, to nurture a spirit of shalom, meaning right relationship with God, ourselves, each other and creation.
- Organizational Leadership – ensure alignment with the academic program and wider school in order to effectively connect values and resources, to meaningfully advance the mission.

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

PERSONAL ATTRIBUTES & SKILLS

- Understanding of and commitment to urban Christian education
- Strong pedagogy demonstrated in student outcomes
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Excellent organizational, relationship-building, and communication skills
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Microsoft Office (Word, Excel)

EDUCATION & EXPERIENCE

- Master's degree in education or other related field required
- Significant classroom teacher & school administration experience, at least ten years.

Please submit resume and cover letter to Dionne Delaney (ddelaney@cityschool.org)

