



Director of Teaching and Learning Job Description

Position Overview:

The Director of Teaching and Learning oversees the school's academic vision, curriculum design, and faculty development. This role bridges the gap between educational theory and classroom practice, ensuring that all instruction is aligned with the institution's mission, culturally responsive, and driven by data to maximize student success.

Professional Responsibilities

- **Curriculum Development:** Lead the ongoing design, evaluation, and enhancement of the PK-12 curriculum to ensure rigorous, engaging, and innovative academic programs.
- **Faculty Development:** Design and facilitate professional development (PD) workshops, coaching cycles, and mentoring programs that empower teachers and support continuous growth.
- **Data-Driven Instruction:** Analyze student performance data, identify achievement gaps, and work with administrative and teaching teams to implement targeted academic interventions.
- **Instructional Leadership:** Observe classrooms, provide actionable feedback to educators, and model best pedagogical practices.
- **Assessment & Accreditation:** Oversee the administration of standardized testing and lead the school through periodic accreditation processes and strategic academic planning.
- **Resource Management:** Develop and manage the departmental budget, allocating funds toward educational materials, technology, and staff training

Qualifications & Skills

- **Education:** PhD, EdD, or Master's Degree in Education, Educational Leadership, Curriculum and Instruction, or a related field. (Doctorate preferred).
- **Experience:** Minimum of 5-7 years of teaching experience and 5 years in an instructional leadership role (e.g., Principal, Instructional Coach, or Academic Director).
- **Pedagogical Expertise:** Deep understanding of learning theories, instructional technologies, and curriculum mapping.
- **Leadership Skills:** Exceptional communication, conflict resolution, and change-management abilities.
- **Language:** [e.g., Bilingual proficiency in English and Spanish for international/bilingual school contexts.

