**Director of Teaching and Learning**

Good Shepherd Episcopal School seeks a Director of Teaching and Learning for the 2025-2026 school year. The position is a full-time position and reports to the school’s division heads. The major responsibility of the position is to develop and guide the overall vision, creation, and evolution of the academic program through curriculum and professional learning.

**WHAT YOU WILL DO:**

**Faculty and Academic**

* Facilitates all facets of curricular programs, including documentation of the curriculum
* Serves as an instructional leader and coach
* Maintains academic standards required to ensure accreditation
* Ensures academic programs and objectives are reflective of the school’s mission
* Provides professional learning opportunities to faculty, staff, and administration
* Meets with Team Leads, Department Chairs, and Division Heads to discuss curriculum, training, and instruction
* Recommends and approves continuing education and professional learning expenses for all employees
* Interviews, along with Division Heads, qualified teachers, and other academic support personnel who uphold the school’s mission, values, and culture
* Plans and develops school in-service days
* Provides necessary resources to support teaching and learning, including curricular materials
* Partners with New Faculty Coordinator to develop and host New Faculty Onboarding and Orientation
* Works with the Recruitment and Retention Manager to hire substitute teachers and onboard new employees
* Works closely with the Director of Innovation and Director of Academic Technology to create robust learning experiences for faculty, both internally and externally

**Committees/Activities:**

* Serves as a member of the Leadership Team
* Serves on assigned Faculty committees.
* Assists with special programs and serves on community outreach
* Meets regularly with Division Heads
* Attends student and parent functions
* Monitors Professional Learning budget and grant funding

**IDEAL CANDIDATE WILL NEED:**

* Bachelor’s degree in Education, preferably with an advanced degree, such as M.Ed. Administration
* A minimum of 5 years teaching and/or administrative experience
* Instructional coaching or professional mentoring experience preferred
* Curriculum design and instruction experience preferred
* Excellent verbal and written communication skills
* Demonstrates leadership and facilitative skills
* Flexible and can make decisions in a timely manner

*GSES is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex (including sexual orientation or gender expression) religion, national origin, age, disability, genetic information, military status, or any other basis prohibited by law in accordance with applicable federal and state laws.*