



ST. MARK'S
EPISCOPAL SCHOOL

A Community Engaged

Job Description
Dean of Curriculum & Instruction

St. Mark's Dean of Curriculum & Instruction is a crucial position for the students, families, and faculty at St. Mark's Episcopal School. While this position encompasses many different duties, its primary function is to develop curriculum, provide oversight of curriculum instruction, support the coaching of faculty in delivering instruction, and lead professional development. This position reports to the Head of School.

Duties:

Curriculum

- Work with the Division Heads and Dean of Teaching & Learning to develop and articulate a uniform, detailed curriculum, including vertical and horizontal linkages of curriculum and a commitment to 21st-century pedagogy.
- With help from the Dean of Teaching & Learning oversee the curriculum to ensure student success and the excellence of all academic programs at the school, with an understanding of which pedagogies support varied learning styles.
- Suggest recommendations to Division Heads regarding gaps in curriculum.
- Identify, promote, and implement new and innovative curriculum-related programs.
- Champion the school's mission while meeting pedagogical goals and objectives.
- Partner proactively with Division Heads, faculty, and parents to provide an accurate and well articulated curriculum plan.
- Assist the Division Heads in identifying curriculum objectives and implement the appropriate assessment to assure those objectives are being met. Oversee the ERB and similar testing processes.
- Oversee the maintenance and use of curriculum mapping.
- Oversee a resource review process, including textbooks, eBooks, consumable and non-consumable resources.
- Prepare an annual report on the state of the curriculum, including proposed changes and additional resources needed.
- Oversee training of faculty in all aspects of curriculum delivery and parent/faculty interaction.
- Assist Division Heads in teacher goal-setting, and classroom observations, offering insight for the enhancement of effective instruction.
- In coordination with the IT Director, build the educational technology program, including coordinating the work of the Educational Technologist
- Form and lead a Curriculum & Instruction Team designed to provide faculty input
- Maintain knowledge of the various high school requirements and assure our curriculum properly prepares students to matriculate successfully.
- Actively participate in professional organizations and with peers at other schools.

Professional Development

- Identify and support the implementation of appropriate training, speakers, programs and professional development based on curricular needs.
- Develop and conduct a workshop for new teachers during in-service at the start of each year to orient them on the School's curriculum, training, assessments, etc.
- Develop and conduct a workshop at the start of each school year to keep faculty informed of current trends and research in curriculum and instruction, and introduce changes to the program.
- Partner with Division Heads to determine what areas of growth are needed for teachers, both individually and departmentally.
- Oversee the professional resource library for faculty & staff. This includes making recommendations for the addition of books, online subscriptions, and periodicals that can best serve our growth goals.

Other Duties

- Participate in and/or support student and parent activities designed to involve the faculty and staff
- Teach an elective class as needed
- Supervise lunch duty, arrival duty, and dismissal duty as needed
- Assume other responsibilities as assigned by the Head of School

Qualifications

- Sufficient independent school teaching experience to have knowledge of extensive use of curriculum resources and in-depth knowledge of all curricular content areas.
- Experience with reviewing, writing, and overseeing scope and sequence design, and selection of curriculum materials.
- Strong communication skills, both with children, colleagues and parents.
- The ability to work collaboratively with teachers and administrators.
- Appropriate educational background to have the necessary training for these diverse areas of responsibility.
- Knowledge of assessment practices, achievement testing, and the analysis of results to move teaching and learning forward.
- Organized and efficient with use of technology and applications.

Physical Requirements and Work Environment:

- This is a 12-month, full-time, exempt position.
- Works in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled office environment
- Work intermittently in outside weather conditions, including extreme heat and cold