



Director of Education – Middle/Upper School

Reports to: Associate Head of School – Middle/Upper School

Supervises: Head Teachers and Teaching Assistants

Position Summary:

Director of Education is responsible for instructional coaching – including hands-on assistance with modifying curriculum and differentiating instruction across all grade levels. This role ensures that instructional practices meet the diverse learning needs of students, supports teachers in implementing effective accommodations and modifications, and fosters a culture of continuous learning and collaboration.

Key Responsibilities:

- Mentors teachers, fostering continuous growth in instructional practice.
- Assessment & Student Progress Monitoring
- Develops academic assessment protocols and oversees implementation.
- Collaborates with the Assistant Head of School for Middle/Upper School to align curriculum with standards
- Instructional Support
- Supports teachers in delivering effective instruction tailored to students with diverse learning needs.
- Ensures continuity of scope and sequence across grade levels.
- Reviews assessment data to inform instructional adjustments and curriculum development.
- Teacher Mentoring & Professional Development
- Provides coaching and mentoring to teachers, ensuring best practices in instructional strategies and differentiation.
- Designs and leads professional development sessions on culturally responsive teaching, disabilities, interventions, and instructional techniques.
- Assists teachers in classroom observations, offering constructive feedback and instructional improvement strategies.
- Student Support & Specialized Interventions
- Consults with teachers on strategies for working with students who have learning, social-emotional, or behavioral challenges.
- Maintains a small caseload of students requiring direct educational support.
- Collaboration across school leadership
- Works closely with the Admissions Director and Head of School to assess student placement and appropriateness for the Children's Academy.
- Participates in hiring decisions, particularly for instructional staff.

- Contributes to planning the yearly class schedule in collaboration with the administrative team.
- Attends administrative meetings, sharing insights related to programmatic goals and instructional strategies.
- Supervision & Classroom Coverage

Qualifications:

Master's degree in Special Education, Curriculum & Instruction, or a related field.

Minimum of 3-5 years of teaching experience with a strong background in special education.

Expertise in curriculum development and instructional best practices.

Knowledge of various disabilities and related services (speech-language, occupational therapy, etc.).

Strong communication, collaboration, and leadership skills.