



# SPRINGWOOD SCHOOL

## Director of Academics and Student Life

<b>Job Title:</b> Director of Academics and Student Life	<b>Status:</b> 12-month, Full-time/Exempt employee (or Non-Exempt Employee)
<b>Date:</b> April 10, 2020	<b>Reports to:</b> Head of School

### School Overview

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Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

### Position Summary

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The Director of Academics and Student Life is a leadership position that reports to the Head of School, serves on the Administrative Team, leads the Academic Team, and reaches across all levels of the school, all curricula disciplines, and all programmatic offerings.

The Director of Academics and Student Life:

- Works in partnership with constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of academics learning and Student Life.
- Provides leadership and oversight to maintain the academic rigor and integrity throughout the school, while mentoring teachers, supporting students' academic well-being and serving as a resource to parents.
- Embodies a deep commitment to the ongoing evaluation of faculty curriculum, and academic programming, assuring vertical, horizontal, and cross-discipline alignment, with relevant and intentional student experiences, applying leading-edge teaching and learning approaches.
- Is a student of and possesses a clear understanding of the purpose, objectives, and ethos of the Independent school industry and culture.

### Essential Functions

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The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Maintain alignment between the School's mission and all academic programming
- Serve as the academic advisor to the Head of School, as it pertains to curriculum, academic programming, personnel, student life and accreditation
- Supervise the Academic Directors for each level and all faculty K4-12
- Lead the process of hiring and supervising the faculty for all three levels of the school.
- Serve as the coordinator of faculty professional development and faculty growth and renewal
  - Facilitate faculty classroom observation and performance review and appraisals
  - Lead, develop, and manage faculty meetings, task forces, and other programming as they pertain to the role

- Develop, train and manage Substitutes and classroom proctors
- Serve as an educational catalyst for best institutional and educational practices
  - Develop and oversee the curriculum, instruction, and assessment programs
  - Ensure curriculum integrity, alignment, and articulation across all three levels of the school
  - Support best practices in curriculum and pedagogy, based on current research on teaching and learning
  - Implement curricula based on grade level and school subject, choosing textbooks and classroom materials.
  - Conduct internal curriculum reviews to ensure content is current and relevant and meets quality standards
  - Collaborate in collecting, analyzing, the creation and revision of all academic data analysis
  - Ensure a specific Student Academic Plan is developed for each student
  - Develop Portfolios for each student with record of their academic work, service work, expeditions, and project accomplishments
- Collaborate with the Registrar and Academic Administrators to develop class schedules, faculty teaching and room assignments along with the student registration process
- Provide Student Support and Student Life Services
  - Support students with tutoring and assistance for their courses
    - Identify a network of tutors as needed to support students
  - Implement student disciplinary procedures
  - Oversee the extracurricular activities and club programs
- Contribute to the development of the annual budget.
  - Provide financial accountability and oversight in the academic and student life areas
- Assist with Student Recruitment: marketing, advertising, and strategic plan
- Serve as the school liaison for the Accreditation Process
- Other duties as assigned by the Head of School

### **Interpersonal Skills**

- People skills essential to interact with teachers, students, alumni and parents.
- Problem-solving skills and the ability to manage stress, react calmly to crises and find creative solutions
- Possesses a warm collaborative nature, positive energy, sense of humor, and is a consensus builder
- Demonstrates excellent skills in communication and technology, including outstanding writing and public speaking skills
- Interpersonal skills to build close relationships with peers, senior administrators, parents and students
- Decision-making skills to make effective and well-informed decisions on a variety of educational and noneducation matters

### **Intellectual Acumen**

- Demonstrates initiative and aptitude for learning complex concepts
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in
- Constantly searches for new ideas, open minded and strategic thinker, and willing to meet people where they are

- Fully embraces 21<sup>st</sup> century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities

### **Planning Skills**

- Exceptional attention to detail
- Believes in cross-disciplinary teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Is a calculated risk taker and is not paralyzed by challenges or failure
- The ability to successfully multi-task and function in a fast-paced school environment

### **Technical Skills**

- Cross-Platform technology competency is preferred
- Ability to lead the faculty and students in use and conformity to a school wide Learning Management System
- Demonstrated understanding of various instructional technology tools and suites including Microsoft Office, Google Educational Apps, and multimedia digital media applied to learning

### **Qualifications**

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#### **Education**

- Advanced educational or leadership degree is preferred

#### **Experience**

- Minimum of 5 years of school administrative and supervisory experience required
- Previous experience in a private school environment preferred

#### **Other**

- Ability to serve in a Fulltime | 2-month role

### **Physical Requirements**

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In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

### **Additional Responsibilities**

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The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

### **For More Information for Job Candidates**

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Please visit our Springwood School Careers page at <https://www.springwoodschool.com/careers>

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to

thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School Mr. Lowrie B. McCown at [lmccown@springwoodschool.com](mailto:lmccown@springwoodschool.com)