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Title: Director of Teaching and Learning

Reports to: Vice President of Academic Programs

Position Overview:

The Director of Teaching and Learning will work to ensure the curricular and programmatic success of the Steppingstone Scholars Program. The Director will oversee curriculum development and program implementation, train and supervise seasonal faculty members, and support the evaluation of program results. This position requires strong staff management skills, along with leadership and strategic thinking skills, to ensure that the program can meet its ambitious goals.

The Director will work a Tuesday-Saturday schedule during the school year and a Monday-Friday schedule during the summer months. Wednesday afternoons during the school year end around 7:00 p.m., and occasional additional evening work is mandatory.

This summer, Steppingstone will host an in-person program for Scholars, which will be held at Milton Academy. The Director must be able to work in person at Milton Academy for the entire summer. Following the summer session, the Director will work from home for most of the week, with some (yet to be determined) time in the office. The format of Steppingstone's academic year programming with Scholars, is still to be determined.

Salary: \$60,000 - \$65,000

Start Date: June 2021

Responsibilities:

Staff Management

- Serve as direct supervisor of Teaching and Learning Associate
- Co-facilitate cross-program teams
- In collaboration with Director of the Academy, co-lead processes around Advisor-Faculty relationships and collaboration

Faculty Management

- Serve as Dean of Faculty
- Determine staffing requirements and lead process of hiring faculty members for summer and academic year programming
- Identify training needs and plan and facilitate training opportunities, including faculty meetings and orientations
- Complete classroom observations and provide one-on-one feedback
- Coordinate regular communication with faculty, including weekly email updates
- Keep up-to-date with key trends and innovations in pedagogy and instructional technology

Program Management

- Lead design and implementation of curriculum for summer and after-school programs, with a specific focus on culturally sustaining curriculum
- Integrate diversity, equity, and inclusion initiatives into curriculum development, instructional implementation, and faculty hiring/supervision practices



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- Collect feedback from staff, faculty, and Scholars to support continuous improvement of curriculum and program logistics
- Manage the completion and distribution of student progress reports
- Teach courses during the summer and academic year sessions as needed

Knowledge Management

- Manage the Teaching and Learning department budget, including personnel expenses, instructional materials, and program events
- Coordinate the collection of student assessment data and collaborate with Data and Evaluation Specialist on data analysis in order to tailor curriculum to student needs
- Enable and ensure optimal use of data and organizational resources to ensure goals are being met and strategic decisions are implemented

Required Knowledge and Skills

- Demonstrated commitment to educational and racial equity in college access and success
- Experience working with diverse populations
- Demonstrated knowledge of and experience in culturally sustaining curriculum development and effective instructional strategies
- Experience integrating technology into the classroom to enhance teaching, learning and assessment practices
- Strong staff management skills and experience successfully managing an effective team, including proven leadership skills and professional judgement
- Effective project management skills combined with strong organization and problem-solving capabilities
- Strong relationship-building and group facilitation skills across differing stakeholders, including various internal departments and external partners
- Ability to utilize qualitative/quantitative analysis and creativity to ensure continuous learning and program improvement
- Orientation towards continuous learning for self and others

Education and Work Experience

- 5+ years of full-time teaching experience, preferably in grades 5-7
- 2+ years of management experience
- A bachelor's degree is required. An advanced degree in education or a related field is preferred.

Physical Demands:

- Lifting up to 20 pounds, standing, walking, sitting, reaching, operating computer and office equipment

To Apply:

Please input your resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, by following [this link](#) and selecting “**Director of Teaching & Learning**” Applications will be reviewed on a rolling basis.

Steppingstone Core Values

Power of One

- We honor every voice and believe we are strongest when we work together.



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- We recognize, respect, and nurture the fullness and complexity of each member of our community.
- We believe in the power of belonging and seek to create a welcoming and inclusive culture.

Walk the Walk

- We partner with every Scholar and family, supporting them holistically throughout their own educational journey.
- We work with clear and measurable purpose, using data to drive collective decision-making and challenge assumptions.
- We create spaces for difficult conversations to transform our thinking and move us forward.

Embrace Growth

- We strive to operate as an anti-racist organization and commit to continuous learning and action in the service of this goal.
- We provide opportunities for everyone in our community to flourish and reach their full potential.
- We make time for reflection, learn from past experiences, and take initiative in response to changing needs and new ideas.

The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.