

Director of Teaching & Learning

Department: Schoolwide

Status of Hire: Overseas Direct Hire (ODH) / Local Hire (LH)

Reports to: Head of School

Objective:

The Director of Teaching & Learning is a member of the Leadership Team and reports directly to the Head of School. The main role is to develop, evaluate, and monitor the school's written, taught, and assessed curriculum. It is to also ensure that teaching and learning practices across the whole school are aligned with best practice. The Director of Teaching & Learning oversees all aspects of the school's Professional Learning program as well as the Accreditation process which includes the Continuous School Improvement Plan.

Qualifications:

- Minimum of five years classroom experience in multiple grade levels
- Previous curriculum leadership experience
- Advanced degree or equivalence in Curriculum Development preferred

Requirements:

- Valid teaching certification
- Excellent **communication, organizational, and interpersonal** skills
- Proficient knowledge of Standards Based Learning, Grading, and Reporting
- Proficiency in Google Suites
- Proficiency in Atlas Rubicon or similar curriculum management system
- Proficiency in Schoology or similar learning management system
- Evidence of continued professional development and lifelong learning

Direct Reports:

- Student Learning Support (SLS) Coordinator
- Substitute Teacher Coordinator
- Curriculum Assistant

Duties & Responsibilities:

Curriculum Development/Evaluation/Monitoring

- Expert knowledge of Standards Based Learning, Grading, and Reporting in order to be able to present, model, coach, and mentor best teaching and learning practice.
- Promote high instructional standards by researching, developing, and modeling practices that ensure optimal student learning.

- Implement initiatives and practices that improve student learning.
- Evaluate and monitor teaching and learning through a collaborative plan of classroom teaching observation with instructional coaches and principals.
- Lead the K-12 subject area meetings on a monthly basis to ensure that teaching and learning is properly aligned with the school's written, taught, and assessed curriculum.
- Lead the K-12 Subject Area Chairs in maintaining an accurate and up-to-date Curriculum Scope & Sequence document.
- Conduct the annual curriculum review process.
- Collaborate with the Instructional Coaches on a regular basis to ensure that teaching and learning is aligned with the school's written, taught, and assessed curriculum.
- Collaborate with the Director of Educational Technology in ensuring that technology plays a vital role in the delivery of the curriculum.
- Oversee the implementation and usage of Atlas curriculum mapping, including the development of course maps by Teachers with complete units of instruction that include standards alignment, Biblical worldview integration, content, skills, activities, assessments, ESLRs, and curricular resources.
- Support all Teachers under defined criteria to achieve success in their Atlas coursework design, standards incorporation, and all aspects of the Atlas curriculum mapping.
- Orient and support new Teachers to the school curricular processes and use of the school's Atlas curriculum mapping platform.
- Ensure that every Teacher has a clear understanding and an ability to navigate Atlas.

Student Assessment

- Provide logistical and analytical support to the Elementary School and the Middle School in administering the MAP test twice a year.
- Ensure a continuous and consistent school-wide focus on student achievement using assessment data and benchmarks to monitor student achievement progress.

Professional Learning/Development

- Develop, plan, and organize the school's professional learning opportunities including schoolwide and individual PD Programs and Continuous Educational Grants, in line with current schoolwide goals.
- Oversee the monthly New Staff Induction program to ensure that new Teachers receive the necessary ongoing professional support.
- Facilitate the Professional Goal Plan (PGP) process at the beginning of the school year to ensure that all staff engage in annual professional goal planning.
- Oversee the staff Christian Philosophy of Education (CPoE) requirement process and ensure that all Teachers understand how to satisfy this important professional component.
- Serve as the school's emissary for local and regional professional affiliates such as KORCOS and EARCOS.

Curriculum Resources

- Facilitate all curriculum ordering processes for the school.
- Process curriculum resource orders in collaboration with the Division Principals and Chief Financial Officer.
- Supervise the distribution and inventory of consumable and non-consumable resources.
- Assist in proposing budgets and helping to facilitate purchasing decisions for Elementary School, Middle School, and High School curriculum and assessment resources.

Accreditation/Continuous School Improvement Plan

- Lead the Continuous School Improvement Planning committee and the on-going coordination of all accreditation processes for mid- and full-term visits including committee meetings, updating of the school profile, and overseeing the progress of the Continuous School Improvement Plan document.
- Prepare and submit the annual online ACSI accreditation progress report.

Professional Expectations:

- Collaborate with the Leadership Team in implementing all policies, procedures, and directives governing the operation of the school.
- Complete the Christian Philosophy of Education in-service program within the first two years of working at YISS.
- Complete professional learning programs as required by YISS.
- Maintain teaching certifications as required by a sponsoring agency (state/provincial education department, ACSI, etc.).
- Hold teaching certifications as required by the laws of Korea (Seoul Metropolitan Office of Education and Immigration), NICS, and/or YISS.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain a positive rapport with students, parents, and staff by treating others with friendliness, respect, and consideration.
- Respectfully submit and demonstrate loyalty to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

Adjunct Duties:

- Serve as the school's Child Safeguarding Team Lead.
- Perform other duties as assigned by the Head of School.
- Abide by and support all policies of YISS and NICS/Oasis.



Term of Employment:

- Two-year initial contract as an Administrator with associated benefits.

All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs, and identifying information.

Application Process:

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>