



ALLENDALE CHRISTIAN SCHOOL

Academically Prepared Called to Service Spiritually Equipped

Administration – Director of Learning

Mission and Purpose

The Director of Learning at Allendale Christian School is a full and passionate participant in the school's mission to equip students academically, spiritually, and socially to gratefully serve God in all aspects of life. The Director of Learning is responsible to provide leadership with the envisioning, design, implementation, and evaluation of an academically excellent and Christ-centered educational program. This person will work with the Head of School in overseeing the domains of curriculum and instruction, assessment and data analysis, professional growth, and faith integration.

Christian Faith

The Director of Learning must have a living and personal relationship with Jesus Christ, and display Christian beliefs and principles in both personal and professional lifestyle and character. They see their role as a calling and have a spirit of Christian service. They must have the knowledge and Christian worldview that will allow them to incorporate Christian principles into curriculum and instruction at ACS. They should be in agreement with the Faith Statement of ACS and prepared to lead from a Reformed perspective.

The Role and Function of the Director of Learning

1. General

- a. Create positive relationships with ACS educational and support staff.
- b. Establish and promote high standards and expectations for academic performance.
- c. Manage time and schedule flexibility to maximize support of teaching staff.
- d. Work alongside Head of School and School Improvement Team to identify and meet school improvement goals.
- e. Provide leadership in overseeing and scheduling non-athletic extracurricular activities.
- f. Provide monthly reports for the Board and attend Board meetings as requested.
- g. Additional duties assigned by the Head of School.

2. Curriculum and Instruction

- a. Review and evaluate curriculum, and lead the change process, as curriculum updates are necessary.
- b. Provide leadership in curriculum scope and sequence alignment and tracking.
- c. Provide leadership and support in creating the annual academic schedules.
- d. Teacher Observations and Instructional Coaching
 - Create and implement a consistent teacher observation, feedback, and coaching routine aligned with school expectations. Work with Head of School to consistently evaluate and update observation, feedback, and coaching routines and expectations.
 - Research and communicate best practices for instruction.
 - Develop and maintain a confidential, collegial relationship with teachers.
 - Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in the classroom observed.
- c. Monitor reporting system (report cards) to ensure accurate representation of skills and grades.
- d. Work with the Educational Support Service Lead to provide support to teachers in the areas of instructional intervention. Attend and participate in Child Study Team (NPS) meetings, depending on student needs.
- e. Assist the Head of School with supervision of the Educational Support Program.
- f. Provide support with Title funding requirements (Title I, IIA, and IV) as they related to curriculum or instruction.
- g. Provide leadership with integrating technology in the classroom, and helping when technology issues arise.

3. Assessment and Data Analysis

- a. Create reports for the school board, administration, and teachers.
- b. Coordinate and analyze assessments use to monitor student progress (NWEA MAP, etc.).
- c. Provide support to educational staff in analyzing student assessment data. This includes providing leadership and participating in PLC's or other committees/meetings.
- d. Assist teachers with designing instructional decisions based on assessment data when requested.
- e. Lead the process of development and review of assessments.

4. Professional Growth

- a. Develop and deliver annual Professional Development plans, School Calendar, and weekly class schedule for all teachers in collaboration with the head of school.
- b. Continuously research best practices in education and communicate with staff as valuable new ideas surface.
- c. Facilitate staff, department, and individual meetings with teachers to design and implement authentic lessons and assessment grounded in state standards.
- d. Provide individual and group professional learning that will expand and refine the understanding about researched-based effective instruction for teachers.
- e. Provide personalized, 1:1 support (coaching) based on the goals and identified needs of individual teachers.
- f. Supervise annual professional learning for all teachers with a focus on improving student achievement.
- g. Encourage ongoing professional growth for all teachers.
- h. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- i. Oversee the mentor program for newer teachers, including meeting with mentors and mentees. Review and revise the mentor program as necessary.
- j. Oversees Michigan teacher certification process.

5. Faith Integration

- a. Provide leadership and support for continued implementation of the Teaching for Transformation program.
- b. Support teachers in faith integration in all subjects.
- c. Work with Head of School to ensure that curriculum and instruction remains firmly rooted in Biblical principles, within a Reformed worldview.
- d. Member in good standing at a church where theology is consistent with the Reformed tradition of Allendale Christian School.

Responsible to and evaluated by: Head of School

Qualifications:

- Master's in Education, Curriculum, or Administration
- Experience in teaching

Work Period: July 1 – June 30

Compensation: Full-time position, salaried with insurance and retirement benefits.