



**Title:** Director of Curriculum and Instruction  
**Reports to:** Executive Director  
**Status:** Full-time, exempt (12 months)  
**Start Date:** Summer 2023

### **About Woodstock Day School**

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from Nursery School through Grade 12.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty, and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

### **Summary**

The Director of Curriculum and Instruction is a crucial position for the students, families, and faculty at Woodstock Day School. The Director is an academic leader in the school whose primary function is to provide overarching leadership and guidance in teaching and learning at all grade levels. As a small school with a collaborative and team-oriented culture, the Director holds many

responsibilities including, but not limited to: identifying and developing curriculum; providing general oversight of instruction for all grades; supporting the faculty through coaching on instruction delivery; and leading professional development for faculty. The Director is an equity-centered and highly collaborative leader committed to guiding, supporting, and nurturing WDS's unique educational programming and pedagogy and to building and supporting a vibrant faculty community.

The Director of Curriculum and Instruction reports to the Executive Director and works in close partnership with others in the school to help ensure that the educational program firmly aligns with the mission, vision, philosophy, values, and ethics of WDS. The Director chairs the Curriculum and Instruction Team, and serves as a member of the Senior Leadership Team, the Academic Leadership Team, the Child Study Team, and the Operations Team, and other teams, committees, and task forces as needed.

The Director of Curriculum and Instruction supervises the Academic Program Manager and the Head Librarian and may be called upon to supervise additional staff and faculty members as appropriate.

## **Key Responsibilities**

### Curriculum

Ensure the WDS curriculum is cohesive, consistent, and supportive of the school's mission and is also inclusive of pedagogies that support varied learning styles. Key responsibilities in this area include but are not limited to:

- Working with the Academic Leadership Team to develop and articulate a uniform, detailed curriculum grounded in progressive education and pedagogy, including vertical and horizontal linkages of curriculum.
- Monitoring and assessing the scope and sequence of the curriculum.
- Making recommendations to Division Directors regarding gaps in the curriculum and collaboratively working with Division Directors to close those gaps.
- Identifying, promoting, and implementing new and innovative curriculum and curriculum-related programs.
- Working with the faculty to enhance the curriculum through thoughtful, well-researched, and appropriate teaching and learning innovations and strategies.
- Partnering proactively with Division Directors, faculty, and parents to provide an accurate and well-articulated curriculum plan.

- Fostering cross-divisional curriculum integration and alignment.
- Managing selected internal and external co-curricular offerings.
- Designing and maintaining teaching and classroom schedules.
- Overseeing an annual resource review process, including an inventory of textbooks, eBooks, consumable, and non-consumables resources.
- Ensuring the effective use of technology in the teaching and learning process.
- Preparing an annual report on the state of the curriculum, including proposed changes and additional resources needed.
- Forming and leading a Curriculum and Instruction Team designed to provide ongoing faculty input.
- Maintaining knowledge of high school requirements and assuring our curriculum properly prepares students for college and career success.

### Instructional Coaching

Serve as a resource to faculty on all issues related to teaching and learning through ongoing instructional coaching, regular feedback loops, and mentoring.

Key responsibilities in this area include but are not limited to:

- Assisting Division Directors in teacher goal-setting and classroom observations, offering insight for the enhancement of effective instruction.
- Fostering faculty growth by conducting frequent formal and informal observations of faculty members and providing timely and consistent feedback to faculty based on these observations.
- When necessary, providing targeted coaching and/or resources to faculty members.
- In support of faculty members and in collaboration with Division Directors, designing and monitoring individual professional growth plans and evaluations.
- Developing teacher competency in differentiation and flexible groupings.

### Professional Development

Supporting the professional growth and development of faculty by identifying, designing, and delivering meaningful professional development opportunities. Key responsibilities include but are not limited to:

- Partnering with Division Directors to determine what areas of professional growth are needed for teachers, both individually and departmentally.
- Designing school-wide and departmental level professional development initiatives.

- Identifying and supporting the implementation of appropriate training, speakers, programs, and professional development based on curricular needs.
- Overseeing new teacher training, onboarding, and mentorship, including teaching assistants and substitute teachers.
- Keeping faculty informed of current trends and research in curriculum and instruction and how they can use this knowledge to inform classroom practices.
- Overseeing the professional resources library for faculty and staff.

### Other

- Together with the Executive Director, facilitating strategic action planning and implementation of enhancements to curriculum, instruction, professional development, and other aspects of the educational program.
- Facilitate or co-facilitate faculty meetings, as appropriate.
- Working with the Child Study Team to ensure that students with learning style differences are properly supported.
- Overseeing the report card and parent-teacher conference process.
- Providing assistance and direction to teachers and parents on academic matters, involving the Dean of Students, Division Directors, and/or Executive Director when appropriate.
- Assisting the Director of Admissions and Outreach, as needed, with answering questions for prospective families, assessing academic fit and preparedness, and with assessments of prospective students.
- Ensuring the library has the resources and support needed to best serve students' educational needs.
- Planning, coordinating, implementing, and evaluating Title programs and services.
- With the Director of Technology, overseeing and monitoring systems to maintain individual student academic records and reports of student progress.
- Coordinating, participating in, and supporting school re-accreditation processes.
- Teaching an elective class, as needed.
- Assisting with faculty retention and coordinating the recruitment and hiring of new faculty.
- Updating and maintaining the faculty handbook, in collaboration with others in the administration.
- Assisting in creating policies and procedures for the education program.
- Helping to ensure the educational program is accurately and appropriately represented on the School's website and other materials.
- Collaborating on select grant opportunities and fundraising projects that directly benefit the educational program of the school.

- Supervising and developing the capacity of all direct reports by setting goals, providing regular and on-going feedback, and conducting annual performance evaluations.
- Developing and managing budgets in support of the educational program and professional development.
- Serving on teams and committees, participating in school activities, assisting with school duties, and representing the school as needed.
- Participating in administrative meetings, board meetings, and other meetings as required or appropriate.
- Staying up-to-date on educational research by engaging in professional development activities, professional reading, and peer collaboration.
- Fulfilling other responsibilities as assigned by the Executive Director

### **Desired Experience, Skills, and Qualities**

- Alignment with and commitment to WDS's educational mission, philosophy, vision, and ethics.
- Master's degree in education or educational administration, with a minimum of 5 years successful classroom teaching experience. Training in curriculum and instruction and/or educational leadership is strongly preferred.
- Prior experience working in or knowledge of independent schools is a plus.
- Previous experience working as an administrator in a K-12 setting is preferred.
- Familiarity with and understanding of current educational research, best practices for instruction, and innovative approaches to pedagogy and trends in progressive education, alongside an ability to work with diverse curricular subject areas.
- Experience in curriculum management, including experience with standards, scope and sequence, curriculum review, selection and purchasing curriculum, and research are desired.
- Skills in instructional coaching, differentiation, flexible groupings, and working with neurodivergent and high performing students are ideal.
- Commitment to and experience with working on diversity, equity, and inclusion is valued.
- Willingness and ability to adapt and assimilate to WDS's collaborative and dynamic culture is essential.

- Strong communication skills, including a demonstrated ability to effectively and sensitively communicate with a wide variety of constituencies – both orally and in writing.
- Demonstrated ability to actively listen to and seek to understand and reconcile the concerns and perspectives of diverse constituencies.
- Willingness to engage in difficult conversations, when needed.
- Commitment to engaging in positive and collaborative working relationships.
- Willingness to embrace strategic and entrepreneurial thinking and to be creative, innovate, and try new things.
- Strong organizational and project management skills, including the ability to manage multiple projects at one time and prioritize task completion.
- Ability to responsibly and effectively prioritize use of available resources.
- Strong computer skills, technologically savvy, and willingness to learn new technology, when needed.
- A sense of humor, a commitment to teamwork, an affable personality, ability to work with grace under pressure, and a genuine love of children and schools.

## **Compensation Package**

WDS offers a competitive compensation package including:

- Health, dental, and vision insurance
- 401K plan
- Generous paid time off
- Life insurance
- Generous tuition discounts and remission for children of employees enrolled at the school
- Opportunities for professional development

Starting annual salary of \$75,000-\$85,000, based on educational level and experience.

## **How to Apply**

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, three references and salary requirements as attachments,

via e-mail to [careers@woodstockdayschool.org](mailto:careers@woodstockdayschool.org). Please include Director of Curriculum and Instruction in the subject line.

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*The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.*