



Columbus Academy

Lower School Director of Academic Programs

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (age 3-grade 5), Middle School (grades 6-8) and Upper School (grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Lower School Director of Academic Programs who reports directly to the Head of Lower School and is responsible for managing and coordinating the overall lower school curricular program. In addition, s/he coordinates the school's *Responsive Classroom* steering committee, is responsible for managing student discipline and expectations, coordinates all aspects of the school's standardized testing program, monitors students' academic and social progress, provides support to students and faculty, facilitates communication with parents as concerns arise, and keeps the Head of Lower School informed on student matters with responsibilities to begin in July 2021.

Qualifications (preferred candidates will possess the following qualifications):

- Master's degree in educational leadership or curriculum at the lower school level
- Minimum of five years of experience as a lead teacher or administrator at the lower school level
- Knowledge of varied pedagogy and trends in instruction and curriculum design at the lower school level
- Ability to teach a daily section of lower school mathematics
- Deep understanding and experience with *Responsive Classroom* methodology and practices is preferred
- Foster learning spaces in which all students feel safe, honored, appreciated and respected
- Nurture a deep feeling of community through actions and attitudes
- Balance caring and flexibility with holding students to high expectations
- Exemplify personal and professional integrity
- Work collaboratively and communicate effectively with all school constituents
- Recognize and engage in efforts to enhance diversity, equity and inclusion
- Cultivate a learning culture of continuous professional growth
- A reflective leader committed to a continuous process of self-improvement and lifelong learning
- A positive sense of humor, self-confidence, and effective oral and written communication skills
- Enthusiasm towards outdoor education
- Experience working positively with parents/guardians in discipline and other matters
- Observe faculty performance, record observations and conduct evaluation conferences
- Assist the Head of Lower School in interviewing, selecting and orienting new faculty

Position Expectations (the individual selected to this position will be expected to carry out the following

responsibilities):

- Manage the overall academic program of the Lower School (Explorers through Grade 5)
- Attend and participate in all curriculum committee meetings
- Coordinate and manage the Lower School's discipline policy and communication with parents, when necessary
- Chair the *Responsive Classroom* steering committee
- Coordinate the lower school standardized testing program
- Develop various rosters (faculty duties, use of playground equipment, etc.) and work with faculty to ensure their implementation

Physical Conditions (candidates must be able to manage the following conditions):

- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals around school, carry objects (no more than 40 pounds), etc.
- Ability to be outside with children during all seasons

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Melissa Soderberg, Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.