

Director of Education, The Arbor School

Position Overview

The Director of Education has the primary responsibility for leading the teaching staff and implementing best practices in curriculum and education programs at The Arbor. The Director of Education establishes and promotes goals for faculty that result in every student achieving to his/her fullest personal potential through the development and implementation of a positive reinforcing system for evaluating effective teaching, strengthening the curriculum, and encouraging professional development.

This position reports to the Executive Director. Performs tasks identified below and other tasks as assigned by the Board.

Duties and Responsibilities

Instructional and School Management

- Works with families of prospective students to provide interface that promotes the Arbor School in the community and ensures that the school remains fully enrolled at all times and continues to grow.
- Maintains open communication and good relationships with students, staff, and parents.
- Develops productive relationships working with other special needs schools and special needs organizations to support the special needs population in Houston.
- Maintains a superior understanding of the most recent research and developments in special education and related fields and the ability to implement those developments in the School's classrooms.
- Responsible for the integration of ancillary services such as specialized therapies, camp programs or after school programs within the total program.
- Supervises the instructional program of the school, evaluates lesson plans, observes classes on a regular basis, and reports observations formally to teachers as required.
- Ensures faculty have adequate professional development to meet demands of curriculum
- Coordinates on-going professional development in all instructional areas, including assessment and evaluation, discipline management, differentiated instruction.
- Manages annual professional development calendar and "in house" training.
- Trains and supports teachers in the use of curriculum development.

Administrative and Personnel Management

- Ensures classrooms are properly staffed to best meet the needs of the students on a daily basis.

- Recruits and ensures proper staffing of teachers and therapists whose philosophies match those of the school and orients and assists new staff.
- Manages outside consultants as appropriate.

Skills and Abilities

Knowledge of and ability to demonstrate examples of proactive leadership and team building; Understand available technology capabilities and utilize appropriately.

Excellent communication skills and ability to and collaborate with faculty, parents, and community leaders.

Ability to establish an environment of respect and cooperation between teachers, parents, students and staff and work effectively with all constituents.

Qualifications

Minimum of a Master's Degree in the field of Education is required.

Five years' experience teaching, preferably in a special needs setting, is a plus.

Experience working with multiply-handicapped and cognitively delayed children is necessary to the role.

To Apply

Please send a cover letter indicating interest and your resume to JuliAnna Jelinek by using:
<http://www.arbor.org/employment.php>

Please indicate your desired salary; salary will be commensurate with experience.