



Opportunity Statement—Director of Curriculum and Instruction

Category: Full Time

Reports to: Head of School

Summary: Schechter seeks a **Director of Curriculum and Instruction (DCI)**. As a member of the school's Senior Leadership team, the DCI is responsible for ensuring excellence, coherence, and continuous improvement in teaching and learning across the K-8 program. The DCI coaches faculty, leads professional development, oversees curriculum alignment, and supports student success through proactive academic and behavioral systems.

The ideal candidate is a collaborative instructional leader with strong pedagogical expertise, excellent communication skills, and a systems-oriented mindset. The DCI partners closely with faculty, families, and administrators to foster a supportive, student-centered learning environment aligned with the school's mission and values.

Key Responsibilities:

General Studies and Educational Leadership Oversight

- Lead and support Schechter's General Studies program, including curriculum development and alignment across grade levels.
- Ensure curriculum and instructional practices are aligned with applicable state standards and reflect research-based best practices in teaching and learning.
- Facilitate General Studies curriculum meetings, team meetings, and Educational Leadership team meetings.
- Support grade-level and departmental collaboration to ensure instructional coherence.
- Partner with faculty and Educational Leadership to implement curriculum enhancements and instructional initiatives.
- Partner with the Director of Programming and Student Life on the development and implementation of the school schedule and programming.
- Oversee parent-teacher conferences and report cards, ensuring consistency and quality.
- Coordinate substitute coverage for all General Studies teachers.

Instructional Leadership and Professional Development

- Coach faculty on pedagogy, instructional best practices, and classroom management.
- Design and lead a comprehensive professional development program aligned with school priorities.
- Support teachers through observation, feedback, mentoring, and instructional coaching.
- Foster a culture of reflective practice, collaboration, and continuous improvement.
- Serve as a key member of the school's senior leadership team.

Student Support and Services

- Supervise and lead the Academic Student Services Team, including Reading Specialist, and Interventionists while overseeing the student services and related supports with the Town of West Hartford.
- Support appropriate and timely responses to academic and behavioral concerns in the classroom.
- Communicate with parents, faculty, and administrators regarding academic and behavioral concerns with clarity, empathy, and a problem-solving orientation.
- Partner with faculty and families to develop collaborative, solution-oriented approaches to student support.
- Teaching up to one course (to be determined based on candidate's strengths and experience)

Competencies and Skills:

- Demonstrated experience in curriculum development and instructional leadership
- Strong background in faculty coaching and professional development
- Experience supporting diverse learners and coordinating student services
- Excellent written, verbal, and interpersonal communication skills
- Ability to manage multiple priorities while maintaining focus on instructional quality
- Commitment to collaboration, clarity, and student-centered decision-making
- Proficiency with Google Suite; experience with student information systems preferred

Characteristics of Excellence:

- A deep belief in the power of excellent teaching and learning
- Collaborative, calm, and solutions-oriented leadership style
- High integrity, sound judgment, and professionalism
- Ability to balance strategic leadership with hands-on support
- Sustained commitment to the practices of self-reflection, collegiality, and professionalism
- Strong personal integrity, excellent judgment, patience, and a robust work ethic
- Commitment to continuous learning and reflective practice for yourself and colleagues

Salary Range: \$85,000 - \$90,000, based on experience.

Interested, qualified candidates should send a cover letter and resume to jberger@ssds-hartford.org.

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