Director of Learning Job Description 2026-27

Mission and Purpose:

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. The Director of Learning, in conjunction with the Principal, is the instructional leader of the school. The Director of Learning at Jenison 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.

Role and Function:

<u>General</u>

a. Create positive relationships with JCS 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 Principal and IIT to identify and meet school improvement goals.

e. Provide monthly reports for the Board and attend Board meetings as requested.

f. Additional duties assigned by the Principal.

<u>Responsibilities</u>

a. Lead and participate in developing long-term goals and objectives.

b. Collaborate with 3 School – 8th grade teachers to identify needs and to seek feedback for improving curriculum.

c. Collaborate with 3s School – 8th grade teachers and administration to ensure curriculum is aligned both horizontally (grade level class – class) and vertically (from one grade to another). Linking curriculum from pre-prek-kinder, 4^{th}-5^{th}, 8^{th}-HS.

d. Lead and participate in the review and assessment of current curriculum to ensure programs are meeting intended objectives and standards.

e. Lead and participate in the mapping of curriculum.

f. Lead and participate in development and evaluation of new curriculum.

g. Observe classroom instruction for the purpose of gathering data to improve instruction.

h. Research and then assist in providing appropriate professional development for staff as it relates to curriculum.

i. Collaborate with experts in other fields to help in integration of curriculum across content areas.

j. Pursues up-to-date knowledge of curriculum and “best practices” in various content areas.

k. Lead all content area meetings.

l. Assist in the analysis of data to evaluate curriculum and to inform instruction in the classroom.

m. Serve as a liaison to Unity, EOCS and other Midwest Christian Schools.

n. Serve as a liaison to local, state and national curriculum organizations.

o. Work with the Educational Support Services Director and RTI Director to provide support to teachers in the areas of instructional intervention. Attend and participate in Child Study Team (NPSP) meetings, depending on student needs.

p. Provide support with Title funding requirements (Title I, IIA, and IV) as they related to curriculum or instruction.

q. Coordinate and analyze assessments use to monitor student progress (NWEA MAP, etc.).

r. Provide personalized, 1:1 support (coaching) based on the goals and identified needs of individual teachers.

s. Work with ESS to provide modified curriculum for students in need and staff working with them.

t. Attend Education and Policy meetings as school representation to the Board.

u. Oversees Michigan teacher certification process.

v. Other duties as assigned by the Principal.

Responsible to and evaluated by: Principal

Qualifications:

- Master’s in Education, Curriculum, or Administration highly preferred
- Experience in K-8 teaching

Work Period: July 1 – June 30, summer hours TBD

Compensation: 60% FTE position, salaried with qualifying benefits TBD by candidate experience.