



## **Director of Academics**

### **About the Organization**

Hawthorn Leadership School for Girls is the first all-girls' public charter school in the state of Missouri serving students in grades 6-12. Hawthorn provides young women with the academic background, self-esteem, and leadership skills, with a focus in STEM, that will enable them to succeed in college and beyond.

### **About the Role**

Hawthorn is seeking an exemplary instructional leader to build, implement and monitor key academic systems across the middle and high school program. The Director of Academics will work to ensure Hawthorn's students are exposed to rigorous, culturally affirming curriculum and staff members are provided with the necessary support to provide a high quality academic experience. In partnership with the Head of Schools, the DOA will ensure Hawthorn fulfills its mission to prepare each student for success in college.

This role reports directly to the Head of Schools.

### **Key Responsibilities**

#### ***Oversee, implement and progress monitor the school's instructional program***

- Assess, improve and develop the most current and effective instructional enabling systems including tools, protocols, and resources.
- Establish clear instructional goals and collaborate with the Head of School to ensure instructional systems support the school wide goals
- Research and adopt curriculum in support of student needs
- Ensure vertical alignment of our entire academic program to ensure that our scholars and educators experience an integrated academic program that develops our scholars for success in our schools and beyond
- Build an effective Tier 1 and 2 academic system to ensure that school wide academic supports are implemented with fidelity

#### ***Develop and implement an effective teacher support and development model***

- Design, manage and implement a strategic year-long professional development plan aligned with school wide instructional priorities

- Design observation and feedback expectations and systems to support teacher development
- Work collaboratively with other instructional leaders to ensure alignment of coaching and observation and feedback systems.
- Directly coach a cadre of assigned teachers
- Use data from observations and student assessments to craft goals and academic growth plan for assigned teachers
- Drive each teacher's growth using a range of coaching tools, including observation/debrief, real time coaching, data meetings,

***Oversee and manage school wide assessments in collaboration with other instructional leaders***

- Collaborate with the testing team to lead school wide assessments (NWEA, STAR)
- Collaborate with the testing team to coordinate state-wide assessments (MO MAP, EOC)
- Design and implement PD to support testing needs
- Effectively engage the community to ensure testing is implemented with fidelity

***Engage the community in the instructional program, school goals and initiatives***

- a. Regularly update the school newsletter regarding instructional initiatives
- b. Develop and implement a calendar of community events in support of instructional initiatives
- c. Build and maintain partnerships aligned with the instructional goals

**Required Skills and Qualifications:**

- Expertise in middle and/or high school ELA content, common core shifts, and ideally the Springboard curriculum
- 3+ years as middle or high school teacher, with a demonstrated record of leading students to academic success, building strong relationships and establishing a strong classroom culture
- Experience as an instructional leader, helping teachers and/or other instructional leaders develop best practices to improve student performance and teacher efficacy
- Proven ability to develop and deliver programming that drives improved academic performance for all student populations and effective Tier 1 and Tier 2 practices to drive student growth
- Strong oral and written communication skills
- Strong technical skills with a variety of software applications including Google suites

**To Apply**

**Please submit cover letter and resume explaining your interest in the position to [careers@hawthornschool.org](mailto:careers@hawthornschool.org)**

