



BROOKWOOD SCHOOL
Director of Teaching and Learning
July 1, 2019

About Brookwood

Brookwood is a PreK-8 independent school of 350 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion and cultural competence. Brookwood also offers a playful, collaborative work environment for 90 faculty and staff who go the extra mile to do what is best for kids.



Position Summary

Brookwood seeks an outstanding educational leader to serve as the Director of Teaching and Learning. The Director is responsible for the continuity, alignment and innovation of the PreK-8 program and the implementation of strategic program initiatives. In addition, the Director will help hire, mentor and retain faculty and support a culture of teaching excellence focused on successful student outcomes. The Director reports to the Head of School, serves as a key member of the school's leadership team and works closely with faculty, Division Heads, Department Coordinators and senior leadership. The ideal candidate will have strong teaching and curriculum development experience, a deep knowledge of child development, exceptional communication skills and an infectious sense of fun. The candidate will put students' needs at the center of decision-making and will be an inspiration to and collaborator with a high-performing faculty.



Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
T 617.542.0260 · F 617.933.3426
search@carneysandoe.com · carneysandoe.com

Essential Duties and Responsibilities

- In partnership with Division Heads and Department Coordinators, oversee PreK-8 curriculum to ensure vertical and horizontal alignment and excellence, pedagogical consistency and a commitment to 21st-century skills.
- Partner with faculty leaders to guide school-wide strategic plan initiatives of personalized learning, leadership and changemaking, and wellness; help further global, outdoor and service learning efforts.
- Oversee departmental curricular review, improvement and mapping.
- Partner with Division Heads to amplify divisional identities.
- Ensure consistency and excellence across grade levels in student assessment, reporting and homework expectations.
- Assist in forwarding the school's commitment to diversity, equity and inclusion.
- In partnership with Division Heads, assist with hiring and retaining faculty.
- Implement new professional growth process for faculty.
- Coordinate faculty professional development (workshops, speakers, programs, etc.).
- Oversee the work and growth of Department Coordinators.
- Create and implement new faculty mentoring program; oversee new faculty orientation.
- Develop and implement a cohesive, robust parent education program.
- Coordinate academic school-wide events (faculty work week before and after school year, Back-to-School Night, monthly rotation of faculty meetings, etc.).
- Assist with building yearly PreK-8 schedule.
- Participate in meaningful student interaction (teaching a class, advising, coaching, supervising a student activity, etc.).
- Complete other duties as assigned by the Head of School.



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Ideal Experience and Personal Characteristics

The ideal candidate will have a master's degree and at least seven years of relevant teaching and/or administrative experience with proven effectiveness in leading educational change. The candidate will be current with educational research, trends and best practices for PreK-8 teaching and learning and will have a deep understanding of differentiated instruction, curriculum development, and educational technology to enhance teaching and learning goals. The candidate will have experience implementing project-based learning and interdisciplinary projects and infusing innovation into the curriculum. In addition, the candidate will have experience pursuing diversity, equity and inclusion and fostering an inclusive school community. Finally, the candidate will (1) be an excellent listener who can synthesize disparate points of view into a coherent, well-organized narrative; (2) have the ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions; and (3) be a self-reflective educator who is optimistic and models a growth mindset.



To Apply

Interested candidates should send a resume, cover letter, personal statement, and list of references (as separate documents) to John Faubert, jfaubert@carneysandoe.com, or Katie Jenks, katie.jenks@carneysandoe.com. *Please do not contact the school directly.*



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