

Latin School of Chicago
Director of Studies & Educational Technology
Chicago, Illinois

Summary

Latin School of Chicago seeks a full-time academic administrator to serve as the school-wide Director of Studies and Educational Technology for the 2022-23 school year.

Job Description & Expectations

Curriculum

Partners with the academic leadership of the school to encourage and support curricular innovation and program implementation:

- Works as a member of the administration, faculty and staff to support the school's curricular and academic strategic initiatives.
- Provides direction for the advancement and incorporation of pedagogically appropriate technology and technology education throughout the k-12 curriculum.
- Understands and oversees the school's initiatives around curriculum design (UbD), Standards Based Grading, and Learning Management System rollout
- Leads the Academic Council— a group of academic leaders who help to facilitate the ongoing work of those connected to advancement of the school's academic curriculum.
- Facilitates systematic curricular reviews.

Professional Development

- Collaborates with Divisional Administration, Latin faculty, and staff members to establish the institutional professional development priorities.
- Manages the professional development process and budget.
- Designs and coordinates professional development days, opening meetings, and curriculum collaborations.
- Provides instructional coaching and support as needed to faculty.
- Manages the school's systems for guiding and sharing professional growth and learning.

Technological Integration

- Serve as a resource for and partners with faculty and academic leadership, JK-12, to evaluate technology standards, and enhance the integration of technology in the curriculum.
- Establish clear paths for students to have opportunities for innovative and inquiry-based experiences, working in cooperation with the Innovation Studio manager, Lower and Middle School Technology Coordinators and Lower School Technology Integration Specialist
- Enhance the learning and teaching experience for the students and faculty, expanding the partnerships with Innovation and Data Manager, Director of Information Technology and Data Security, and the Chair of the Computer Science Department
- Assist faculty to evaluate and leverage newly acquired technological skills, tools, and understandings.

Desired Professional Skills

- Proven track record of bringing major projects to completion.
- Demonstrated expertise in innovative pedagogy, curricular design and assessment of learning outcomes. ☑ Skilled at working with people at different stages of professional growth.
- Knowledge of the Understanding By Design (UbD) framework and Social-Emotional learning philosophies.
- Experience with and commitment to professional development and curriculum design centered around Diversity, Equity, and Inclusion.
- Proficiency with learning management systems and technology to facilitate in-person, hybrid, and remote learning.
- Experience with professional coaching or mentoring to help faculty grow professionally.

Desired Core Competencies

Visionary and Innovative Educator

- Expertise in designing and facilitating learning experiences and school-wide initiatives that engage and grow students and staff.

Commitment to Diversity, Equity, & Inclusion

- Understanding, communicating, and effectively interacting with people across backgrounds and cultures to respect, seek to understand, and value individual differences to serve students better.

Flexible, Adaptable and Resilient Leader

- Demonstrates comfort in responding to new challenges and emergent needs with a growth mindset and solution-oriented approach.

Collaborator

- History of working closely and effectively with a variety of constituencies (faculty, staff, parents and trustees).

Effective Communicator

- Ability to effectively communicate with multiple constituencies internally and externally: faculty, staff, parents and trustees.

Entrepreneurial Problem Solver

- ☑ Comfortable developing original solutions to complex problems by leveraging resources in efficient and purposeful ways.

Interested?

Candidates should submit the following documents via e-mail to John Faubert (john.faubert@carneysandoe.com) and/or Scott Roy (scott.roy@carneysandoe.com) at Carney Sandoe & Associates, with whom Latin School of Chicago has partnered to conduct this search:

- A letter of interest indicating why they are particularly interested in and qualified for the position.
- A current résumé.
- A statement of educational philosophy.

Please direct any questions to Carney Sandoe directly, either via e-mail or by calling John (617-510-8484) or Scott (617-933-3444).

Latin is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin. Black, Indigenous, and People of Color as well as members of the LGBTQ+ community are encouraged to apply.

About The Latin School of Chicago

Mission Statement

Latin School of Chicago provides its students with a rigorous and innovative educational program in a community that embraces diversity of people, cultures, and ideas. Latin inspires its students to pursue their passions and lead lives of purpose and excellence.

Latin School achieves its mission by:

- Encouraging excellence in all academic and personal pursuits.
- Creating an educational environment in which the pursuit of academic excellence and intellectual growth is complemented by a concern for the moral, physical, psychological and aesthetic development of each student.
- Developing and retaining excellent faculty and staff.
- Recognizing the fundamental importance of honesty, respect, civility, public service and partnerships for and with others and the environment.
- Cultivating resilience, independence, leadership, and moral courage.
- Sustaining a diverse, inclusive, and multicultural community that affirms and values each individual. Attracting dedicated families committed to the mission of the school.
- Promoting programs in all divisions that integrate our students with the community. Developing the financial and physical resources to support the school's needs.

Strategic Vision

Our vision for educational excellence is to reinforce the value of an exemplary liberal arts education that makes learning inquiry-based, personal, and inclusive. Our approach expands each Latin Learner's capacity for purposeful learning—whether in our school, our city, or our world.

School Values

Excellence

- We develop the skills, knowledge, and desire to solve complex problems through a global, liberal arts curriculum and master teaching.
- We identify our interests, learn to advocate for ourselves and others and become architects of our own educations.
- We promote physical and emotional wellness because they are essential to the pursuit of educational excellence and our happiness.

Community

- We support and celebrate one another and take responsibility for our words and actions, because we shape the lives of others in our community.
- We embrace diversity within our school and in Chicago, knowing that it deepens our learning and enhances our empathy.
- We use our resources wisely in order to be good stewards of our community and our world.

Integrity

- We are honest, fair and fulfill the commitments we make, building a culture of respect and mutual trust.
- We give our best effort, take intellectual risks and learn to persevere.
- We reflect and live with purpose, working toward goals that embody our genuine interests.