



Position: Sage Center Director
Department: Sage Center
Reports to: Dean of Faculty and Curriculum
FLSA Status: Exempt – Administrative
Updated: June 2018

Summary: The Sage Center is the hub for innovative and experiential teaching and learning within and beyond the Sage Hill campus. The Sage Center Director will oversee the Sage Center and all programs housed under this innovative and inclusive department. The Director is a year-round employee.

Essential duties and responsibilities include (but not limited to):

- Implement the three year Sage Center Strategic plan and ensure alignment with the School’s mission
- Lead and live the vision of the Sage Center
- Manage and lead the Sage Center team
- Develop tools that capture and measure students’ growth in the essential skills needed to become effective leaders of today’s ever changing global world
- In conjunction with the Sage Center Liaisons, develop and maintain the vital connection between the classroom and the Sage Center
- Review, revise and develop the curriculum through the lens of the Six Cs with the Sage Center Liaisons
- Maintain a presence in the classroom, potentially teaching one section
- Establish and manage an annual calendar for the Sage Center
- Lead and manage communication efforts for the Sage Center
- In conjunction with the Assistant Director of the Sage Center for Inclusion and Outreach, lead professional development opportunities including but not limited to Summer Institutes focused on Sage Center initiatives
- Participate in the S.E.E.D. Project
- In conjunction with the Assistant Directors of the Sage Center, identify and introduce new opportunities for the growth for the Sage Center and for the following programs: Service Learning, Spring at Sage, SHIP, and Sage Connected
- Work closely with the Dean of Faculty and Curriculum to implement and oversee curricular initiatives
- Complete monthly Head of School Reports for the Sage Center
- Assist with the recruitment and hiring process of faculty on an as needed basis
- Serve as a member of the Program Leadership Committee and Student Support Committee
- Work closely with the Dean of Faculty and Curriculum and Head of School on projects as needed

Supervisory responsibilities: Supervise the Assistant Director of the Sage Center for Inclusion and Outreach, the Assistant Director of the Sage Center for Global Outreach, Dean of Academic Technology, the Coordinator of Community Engagement and Assistant to the Sage Center & Dean of School Life. Oversee the Sage Center Liaisons.

Assistant Director of the Sage Center for Inclusion and Outreach

- Lead and develop an innovative, integrated and dynamic curriculum for Service Learning
- Provide direction on diversity and inclusivity issues for all employees in their work at Sage Hill
- Provide diversity and sensitivity training opportunities for all employees
- Co-lead and facilitate the S.E.E.D. Project
- Assist with the recruitment and hiring process and lead the anti-bias training of all hiring committees
- Host annual NNSP/POCC/SoCal POCIS events on campus

Assistant Director of the Sage Center for Global Outreach

- Lead and develop an innovative, integrated and dynamic curriculum for Spring at Sage
- Lead and develop an innovative, integrated and dynamic curriculum for SHIP

- Oversee the advisement of SAME (Sage Advocates for Multicultural Education), a student leadership group which meets weekly
- Provide diversity and sensitivity training opportunities for all students

Coordinator of Community Engagement

- Lead and develop an innovative, integrated and dynamic curriculum for the Sage Center Speaker Series

Dean of Academic Technology

- Lead and develop an innovative, integrated and dynamic curriculum for the Sage Connected

Qualifications:

- B.A. or B.S. Degree in appropriate field, M.A or M.S. preferred
- Possesses a proven track record as a diversity practitioner
- Accomplished teacher with 5+ years of teaching experience who has demonstrated expertise in curriculum development, assessment methodology, and experiential learning
- Experience as an independent school administrator preferred
- Strong desire to work collaboratively with all constituencies of the school
- Excellent, interpersonal, organizational, verbal and written communication skills