



**SHEBOYGAN
CHRISTIAN
SCHOOL**

SCS Mission: In partnership with the Christian community, Sheboygan Christian School uses a Biblical perspective to integrate academic excellence with Christ-centered learning, preparing Students' hearts and minds for service in God's world.

Title	Director of Instruction and Learning
Contract	Full time - Salaried Position
Reports to	Head of School
Overall Responsibility	Provides visionary leadership that seeks to develop students educationally and spiritually through a Christian worldview. Leads staff in the implementation of quality instruction, assessment, and curriculum. Engages staff in high quality professional development. Is responsible for day-to-day safety and welfare of all students, staff and activities. Ensures a safe, pleasant and effective educational environment, provides behavior support and enforces all school district policies.
Responsibilities for supervision	Teachers, Instructional Coaches, Instructional Aides
Key Tasks & Responsibilities	<p>EDUCATIONAL</p> <ul style="list-style-type: none"> • Recognizes Scripture as the revealed Word of God and ensures it is taught as divine truth, integrated into the learning experience. • Serves as the spiritual leader for integration of Biblical truth, teaching, modeling and discipline throughout the school and in the classroom including oversight of chapels. • Promotes a learning experience which is marked with excellence and enables students to reach their unique potential in Christ. • Reviews and implements professional in-service programs for the academic and spiritual growth of the staff. • Coordinates the planning, development, maintenance and evaluation of the educational program. • Participates in personal professional development activities and stays up to date on current educational thought and practice. • Keeps the school abreast of major current trends in education in general in Christian Education, in particular. • Establishes and oversees a professional learning community that regularly uses multiple data sources to inform instruction and monitor student progress. • Implements behavior strategies that promote an effective learning environment.



- Ensures the safety of students through procedures and practices.

PERSONNEL

- Supervises and leads staff in the development and implementation of curriculum, their understanding and use of instructional strategies, academic programs and other related duties.
- Assigns professional staff personnel to specific duties.
- Annually reviews and approves job performance evaluation of all faculty.
- Establishes programs for orientation of new teachers and in-service training for all teachers.
- Hires or participates in the hiring of faculty and recommends to the board all faculty hiring and/or termination.

FINANCE

- Works closely with the Director of Finance and Development to successfully manage the budget.
- Establishes priorities for educational materials to meet the needs of students and teachers.

COMMUNITY RELATIONS (Shared with the Director of Finance and Advancement and Head of School)

- Regularly and actively engages all stakeholders - students, parents, staff, faculty, volunteers, and constituents - for feedback for the purpose of continuous improvement and innovation.
- Develops and manages a student recruitment program as well as oversees parent/student interviews prior to admission and exit.
- Communicates with parents in various forums to share information, concerns, plans and future vision.
- Communicates to the school constituency and the community the accomplishments, concerns, and needs of the school.
- Promotes to stakeholders the mission and vision of the school.

ORGANIZATIONAL/ADMINISTRATIVE

- Works closely with the Head of School in developing, implementing, and reviewing both annual and long-term school improvement plans.
- Ensures the school's accreditation is earned and maintained.
- Ensures that the essence of the foundational statements of the school are clearly visible in all areas: academically, socially, spiritually, physically, and professionally.
- Prepares administrator reports for Board meetings including recommendations relative to all matters requiring Board action, which cannot be handled under appropriate committees.



**SHEBOYGAN
CHRISTIAN
SCHOOL**

	<ul style="list-style-type: none">• Performs all responsibilities in line with board policies.• Reviews and updates the administrator handbook and family handbook when needed.• Oversees development of yearly school schedule.• Assists with admissions process for enrolling new students, retaining students or releasing students.• Maintains current education/administrative certification by meeting DPI requirements.• Works closely with the Director of Finance and Advancement to administer the Wisconsin Parental Choice Program.
Attributes, Skills, and Duties	<ul style="list-style-type: none">• Christian educational and spiritual leader who understands and embraces a Christian perspective on education and fully supports the school's mission, vision, core values, and statement of faith.• A visionary leader who can clearly articulate and implement the mission of SCS.• Ability to mentor teachers, to foster team growth with faculty and staff and to create a healthy work environment.• A lifelong learner who models professional growth and pursues excellence.• An active member of a local church community and supporter of Christian education, which emphasizes the church-home-school-community organization partnership..
Experience Requirements	<ul style="list-style-type: none">• Significant experience in educational leadership. Experience as a principal is preferred.• A Master's Degree in educational leadership or a comparable degree in an associated discipline.
Employment Agreement	<p>The Director of Academics and Learning shall be employed on a twelve month basis. It is understood and agreed that the Director of Academics and Learning shall be employed on an at-will basis.</p>