



Position Profile

Director of Teaching and Learning

Level: Administration
Responsible to: Superintendent
Round

Load: Full-time
Service Period: Year

Nature and Scope

Shall supervise and manage the implementation of the North American curriculum of Rosslyn Academy, oversee the accreditation process, and direct the professional development program.

Professional Responsibilities

1. **Modeling and Leadership**
 - a. Model a personal commitment to Christ and Bible-based Christian living.
 - b. Seek to inspire others to Christian commitment, faith, and living.
 - c. Contribute towards and maintain a positive Christian spiritual environment.
 - d. Exhibit characteristics of being a lifelong learner.
 - e. Maintain a positive operational environment focused on growth and excellence.
 - f. Consistently model professionalism.
 - g. Provide leadership that ensures that all activities of the school are congruent with the school vision, mission and written policies.
 - h. Annually ensure that short and long range goals are established for his/her department and staff.
 - i. Assess the needs within his/her department and use data to make decisions and plan for improvement.
 - j. Consistently demonstrate a knowledge, and use, of effective team-building strategies.
 - k. Consistently use leadership strategies that empower and motivate staff, students, and parents.

Professional Duties

- a. Oversee adoption cycle, including purchase of supporting materials.
- b. Provide for general curricular review and modification as needed outside of the adoption cycle.
- c. Assess and recommend modifications to the curricular programs of Rosslyn Academy.
- d. Ensure the implementation of the adopted curriculum in collaboration with the principals and teachers.
- e. Maintain current curriculum documents.
- f. Maintain Rosslyn's accreditation through ACSI and MSA.
- g. Stay current on the accreditation standards.
- h. Keep accreditation and its issues as a consistent leadership priority of Rosslyn.
- i. Guide Rosslyn in achieving its accreditation goals.
- j. Host the accreditation visiting team and ensure all correspondence and data is provided in a

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timely manner.

- k. Represent Rosslyn as an external site visitor for ACSI and MSA.
- l. Analyze professional development needs both school-wide and individually.
- m. Plan and implement initiatives that facilitate professional development.
- n. Help teachers improve in their practice and stay current with meaningful educational trends.
- o. Maintain records of faculty members' certification renewal deadlines.
- p. Assist faculty in maintaining current North American certification.
- q. Coordinate the partner teacher program for new staff.
- r. Develop collaborative professional relationships with other institutions to support Rosslyn's curriculum, accreditation, and professional development.
- s. Facilitate the Professional Development Committee, Curriculum Committee, and Accreditation Committees as needed
- t. Serve on the Personnel Hiring Committee.
- u. Assist the Superintendent in projecting the budgets of the department.
- v. Any other duties as assigned by the Superintendent.

Communication and Collaboration

- a. Use appropriate, effective and sensitive communication modes to communicate the school's philosophy, needs, mission, accomplishments, and institutional operational information to constituents of the school and all staff.
- b. Ensure effective school-wide communication is occurring between all constituents.
- c. Seek and receive input from administration, faculty and staff, students and parents on development and transportation issues, according to the established lines of communication.
- d. Attend and participate in the Board of Governors meetings as requested.
- e. Participate with the other administrators on the Leadership Team.
- f. Attend and participate with the Parent Teacher Fellowship
- g. Participate in effective conflict resolution within the school community.

Professional Development

- a. Annually submit in writing his/her professional goals to the Superintendent.
- b. Participate with staff, faculty and administration in professional development and in service activities.
- c. Annually obtain performance feedback from staff, parents and if applicable students, as part of his/her evaluation procedure.
- d. Remain abreast of current developments in technology, learning, administrative theory and school operations trends through active collaboration with other professionals and through reading of professional journals.

Professional Qualifications

- a. Shall be an instructional leader as evidenced by National Board Certification or a Master's Degree in Education or related field.
- b. Shall have administrative experience.

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- c. Shall manifest special academic structures of ability and interest in developing the the school.
- d. Shall be able to organize and direct the curriculum, accreditation and professional development programs of the school.
- e. Shall be an articulate communicator and live a life in keeping with the goals and aims of Rosslyn Academy.
- f. Shall be a self-directed and responsive leader who is able to initiate, sustain, and modify long-term initiatives.
- g. A personal commitment to Jesus Christ as Savior and Lord.
- h. Exhibit a continuing sense of God's calling to service at Rosslyn Academy.
- j. Demonstrate a respect for diversity of culture, religion, and different Christian traditions.
- k. Demonstrate an appreciation for the diversity of the body of Christ.
- l. Show evidence of recent professional growth.
- m. Give evidence of previous successful administrative experience in a North American setting.
- n. Demonstrate the ability to communicate effectively in English, both orally and in writing.
- o. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy.