



Inspire and challenge.

At Belmont Day, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Director of Curriculum and the Associate Teacher Program

Belmont Day School seeks a director of curriculum and the Associate Teacher Program, which is currently part of the Lesley University Collaborative Teacher Residency Program. The director of curriculum will guide faculty in their administration of the curriculum and oversee the school's curricular review process and the pre-kindergarten to eighth grade scope and sequence. The director of curriculum is also responsible for recruiting, selecting, advising, teaching, and supervising graduate students through an intensive 12-month track to licensure as administrator of The Associate Teacher Program. Associate teachers earn a master's degree in early childhood, elementary or middle school humanities education, and a Massachusetts state teaching license while working and learning in two separate Belmont Day School classrooms. This 12-month, benefits-eligible, and exempt role will serve as a member of the strategic and programmatic leadership teams.

Responsibilities

- Work with faculty in developing, articulating, and iterating a uniform, detailed curriculum, including vertical and horizontal linkages of curriculum and a commitment to maintaining and advancing best pedagogical practices
- Meet regularly with departments to promote cohesion and alignment in curriculum development and articulation
- Meet with teaching faculty regularly to innovate and review effective curriculum models, unit planning structure, and designing and implementing assessments.
- Communicate with faculty and parents clearly, efficiently, and with transparency in a proactive and timely manner
- Support rigorous, productive, and growth-oriented classroom placements for associate teachers
- Liaison with Lesley University to meet Graduate School of Education requirements
- Ensure that all Department of Education licensure requirements are met
- Design and teach ATP courses throughout the year and align key assignments with Lesley University
- Provide robust and clear ongoing feedback, evaluation, and assessment of each associate teacher
- Provide clear expectations, feedback, and training to mentor teachers
- Meet weekly with each associate teacher
- Plan six supervision meetings with every associate and mentor team during the academic year
- Recruit and supervise teacher leaders to develop and execute coursework in early childhood, elementary, and middle school humanities
- Arrange professional development opportunities for the ATP cohort
- Keep careful anecdotal and assessment records and write accurate, comprehensive letters of recommendation in January and at the conclusion of the academic year
- Support associate teachers in every aspect of the job search process
- Develop a dynamic and successful outreach program to recruit high-caliber associate teacher candidates
- Partner with other Collaborative Residency Program Directors to ensure the quality and consistency of teacher training support
- Design and execute an orientation program for incoming ATP cohorts

Competencies

- Deep appreciation and commitment to the craft of teaching
- A demonstrated commitment to equity, inclusion, and belonging
- Thorough knowledge of innovative curriculum design and educational best practices
- Excellent communication, oral and written
- A flair for collaboration, team building, and outreach
- Outstanding organizational and time management skills
- Demonstrated mentoring experience
- Understanding of the developmental range of pre-kindergarten through eighth grade education
- An abundance of creativity, intelligence, empathy, warmth, accessibility, and flexibility
- A growth mindset

Qualifications

- Directorship or leadership experience
- Curricular or departmental leadership experience
- Teaching experience
- Advanced degree
- Understanding of Massachusetts licensure requirements

Please submit a cover letter specific to this position and a resume to careers@belmontday.org and include **Director of Curriculum and the Associate Teacher Program** in the subject line.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution and is an equal opportunity employer. BDS complies with all legal requirements in connection with admissions and access to programs, facilities and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.