

**Country Day School of the Sacred Heart at Bryn Mawr**  
**Employment Posting**  
**Job Position: Director of Studies**

**CDSSH Overview:**

Country Day School of the Sacred Heart is a Catholic, independent college preparatory school for girls. Founded in 1865 by the Religious of the Sacred Heart of Jesus, the school has been lay-owned and governed since 1969. Sacred Heart has a strong tradition of excellence in education as envisioned by St. Madeleine Sophie Barat.

Country Day School of the Sacred Heart, known as Sacred Heart, is part of a national network of 24 independent schools located in North America which share a common heritage and vision. There are more than 120 Sacred Heart schools around the world providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, service opportunities and use of the Sofie Network.

For more than 150 years in Philadelphia, the goals of Sacred Heart's educational program have remained the same: to produce self-confident women, to provide a challenging intellectual education, to develop a love of God, and to create a desire to help others. A holistic approach to learning seeks to respond to the academic, athletic, aesthetic, spiritual, social and emotional needs of each girl with a curriculum that is well grounded in basic and specialized courses.

Sacred Heart is a Catholic school with a tradition of ecumenism, welcoming the enrichment that students and faculty of all faiths offer. By its religious education program, the school seeks to foster open-mindedness and reverence for differences.

In 1978, Sacred Heart moved from Overbrook to Bryn Mawr where it continues to root its academic program in the liberal arts and to empower young women to develop their potential as scholars and leaders.

**Job Description**

The Director of Studies will be a strategic thought-partner, a member of the administrative team of the school, and will report to the Head of School. The Director of Studies serves as the academic leader of the school, provides leadership to the faculty and manages the processes by which instruction is administered to students. The Director of Studies works most closely with grades 5 through 12.

**Major Duties and Responsibilities**

The Director of Studies will:

- Maintain congruency between the school's mission and all academic activities.
- Ensure horizontal and vertical alignment of the curriculum.
- Coordinate alignment of curriculum and instruction.
- Cultivate a robust academic environment.
- Manage academic operations:

- Develop the school's master class schedule (Blackbaud), exam and standardized testing schedules (including APs), and daily scheduling of students.
- Monitor student academic progress and provide for the academic guidance of students.
- Maintain complete academic records on all students; oversee report cards.
- Oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
- Maintain regular communication with parents.
- Plan Honor Assemblies and parent programs.
- Develop and implement educational action plans for students requiring accommodations.
- Manage and lead professional development program for all faculty.
- Observe, supervise and evaluate the faculty in the development and implementation of curriculum:
- Oversee the teaching process, and review and evaluate academic programs.
- Stay current on and model research-based instructional strategies.
- Work collaboratively with teachers to integrate educational initiatives and resources.
- Make recommendations to the Head of School regarding faculty recruitment and development, hiring and retention, and the assignment of faculty.
- Establish and manage programs for the orientation of new teachers, for in-service training of all teachers and for the evaluation of classroom teachers.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Conduct regular meetings with faculty and department chairs, for discussion of both routine school matters and the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Ensure compliance with legal requirements of government regulations and other regulatory agencies; maintain the educational standards of the school to satisfy accrediting bodies.
- Perform other duties as assigned by the Head of School.

### **Qualifications**

- Master's degree in educational administration/curriculum, or a related field.
- Educational professional with at least five years' experience teaching or administration.
- Familiarity with Blackbaud Education Edge a plus.
- Exceptional administrative, management, and leadership skills.
- Strong organizational and interpersonal skills; ability to work effectively with all constituencies, including administration, faculty, parents and students.
- Excellent verbal and written communication skills.
- A multitasker with the ability to wear many hats in a fast-paced school environment.
- An educational philosophy consistent with the mission of Country Day School of the Sacred Heart.

Please send a letter and resume; applications will be accepted through **June 1, 2017**.

Interested candidates should contact Mrs. Betsy Moore, Assistant to the Head of School, at [betsy.moore@cdssh.org](mailto:betsy.moore@cdssh.org). To learn more about Country Day School of the Sacred Heart visit us at [www.cdssh.org](http://www.cdssh.org).

**Salary/Benefits:**

Salary is commensurate with experience. This is an exempt, salaried position with benefits.