



**Job Title: Steamboat Mountain School K-8 Director**  
**Department: Administration, Exempt**  
**Reports to: Head of School**

**Job Summary:**

Steamboat Mountain School seeks a dynamic and collaborative K-8 Director for the 2022-23 school year. The ideal candidate will lead the day-to-day operations of the K-8 campus of approximately 85 students and 14 faculty and staff members. Specifically, the director will oversee curriculum and instruction, support the professional growth of the lower and middle school faculty, supervise and evaluate K-8 faculty, and support a positive, healthy, and joyful student learning culture. A member of the senior administrative team, the K-8 Director will work closely with the Head of School to establish and execute the strategic priorities for the Emerald Campus. The K-8 Director is a new position, evolving from the recent merger with the upper school, a 9-12 day/boarding program on the 150-acre mountain campus. This is an outstanding opportunity to contribute to the development of a shared identity and unified K-12 school community.

**Supervisory Relationship**

Position reports directly to the Head of School.

**Primary Duties and Responsibilities:**

- Develop and implement teaching and learning initiatives as guided by the School's strategic goals, mission, and purpose.
- Oversee all initiatives related to academic policies and curriculum development. Identify and integrate research-based educational practices into the academic program
- Coordinate alignment of curriculum, instruction, and assessment.
- Cultivate a dynamic, collaborative, and engaging learning environment.
- Continue to develop a culturally responsive and inclusive curriculum

- Oversee student discipline and manage the process of student accountability and reflection for infractions of SMS community expectations.
- Oversee the school's outdoor education program and work directly with the Outdoor Education Coordinator to provide meaningful outdoor learning experiences at all grade levels.
- Develop the school's master class schedule and scheduling of students.
- Oversee the school's Morning Meeting/Advisory program to nurture positive social development.
- Identify and refer students who may benefit from educational testing. Determine what accommodations can be reasonably implemented within the school. Assist with the writing of individual learning plans, and work with faculty to support the students' individualized learning plan.
- Ensure the maintenance of academic records on all students.
- Oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
- Promote a culture of ongoing learning by leading an intentional professional development program, including establishing school-wide, division-specific, departmental, and individual learning and instructional goals.
- Observe, supervise, and support the faculty in developing and maintaining high professional standards.
- Make recommendations to the head of school regarding faculty recruitment and development, hiring and retention, and the assignment of faculty.
- Establish and manage new faculty orientation, in-service training for all teachers, and the faculty evaluation process.
- Conduct regular meetings with faculty and academic leadership around both routine school matters and the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Assist the admissions department with the interpretation of transcripts, testing results, and recommendations in the evaluation of applicants.

- 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.

### **Minimum Requirements**

- Master's degree in educational administration / curriculum, or a related field.
- Educational professional with at least five years' experience teaching or administration, preferably in independent, 6-12 education
- Exceptional administrative, management, and leadership skills
- Strong organizational and interpersonal skills; ability to work effectively with all stakeholders, including administration, faculty, parents, students, and program facilitators
- Excellent oral and written communication skills
- An educational philosophy consistent with the mission of the school.
- Eager to work collaboratively with colleagues and committed to improving their practice through a variety of methods; and
- Dedicated to making positive contributions to the student experience both inside and outside the classroom.

### **FLSA Status**

This is a full time, year round, exempt position.

### **Physical Requirements**

Some outdoor hazards. General office working conditions including sitting for extended periods and occasional lifting and carrying of objects weighing up to 50lbs. May be required to participate in the school's Outdoor program including travel, hiking, camping, skiing and other outdoor activities including overnight camping and student supervision.

Salary Range: \$70,000-\$80,000 depending on qualifications and experience.

