



Director of the Center for Global Citizenship

2018-19 Academic Year

REPORTS TO: Associate Head of School

FLSA: Exempt

POSTING DATE: April 4-25, 2018

On top of being an amazing school, Hathaway Brown is an amazing place to work. Ask our faculty what they like best about HB, and you will hear how employees are encouraged to dream big, try new things and to make the most of themselves as educators and human beings. You will hear again and again how much the faculty enjoy the passion and perseverance of the students and how much they enjoy being surrounded by some of the brightest, friendliest, hardest working people anywhere. The perks of this place make you want to check it out; the nurturing and intellectual nature of the community makes you want to stay for decades.

The **Director of the Center for Global Citizenship** is responsible for overseeing all aspects of global education at Hathaway Brown School, including program and curriculum development, research, risk management, and communication between students, parents, faculty and administrators. This position covers Early Childhood through 12th grade.

Essential Functions:

- Oversees, organizes, and presents all course material for the Global Scholars program EC-12.
- Works closely with the Head of School, Associate Head of School, members of the Board of Trustees, and philanthropic donors.
- Conducts research pertaining to specific global citizenship programs and institutes best practices.
- Attends to risk management responsibilities related to international programs.
- Communicates with students, parents, faculty and administrators on a regular basis to keep everyone informed of current and upcoming program requirements.
- Other duties as assigned.

Responsibilities include:

- Coordinate and deliver all Global Scholar curricula, including classroom instruction.
- Plan all international excursions, encourage enrollment, and plan future programs.
- Maintain excellent and steady communication with students, parents, faculty and administrators, Associate Head, and Head of School and, when appropriate, the Board of Trustees.
- Serve as the Director of the Global Scholars Program, a nationally recognized four-year course of study.
- Have a high-level understanding of school finances, with expertise in budget management.

Education and/or Experience:

- Advanced degree required; Master's and above. Strong, proven curriculum development capability.
- Ten or more years of experience in the field of global education.
- Strong understanding of global issues and concerns.
- Demonstrated teaching skills and abilities.
- Institutional advancement experience.
- Expertise in issues surrounding health, safety, and risk management at home and abroad.
- Strong network and recognition among peers in the field.

To perform this job successfully, an individual must be able to perform essential job functions described in the job description. Reasonable accommodations may be made to enable individuals with disabilities to apply and/or perform the essential functions.

Hathaway Brown School has a rich 142-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory school for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21st Century Education, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our over 800 students and over 200 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

Salary for this position will be competitive regionally for independent schools.

Interested candidates should email a resume, cover letter, 3 professional references and statement of teaching philosophy to: hrstaffing-us@hb.edu Visit us at: <https://www.hb.edu>

Hathaway Brown School, HR – ID #DGC40318
19600 North Park Boulevard, Shaker Heights, Ohio 44122

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