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**Director of Academic Affairs**

Cincinnati Country Day School announces a search for the director of academic affairs to begin duties July 1, 2023. The director of academic affairs will work directly with the head of school to lead the school’s academic program, for students ages 18 months to 18 years. The director will drive a culture of innovative learning and teaching, lead the faculty in embracing professional growth and development, and develop a differentiated program to ensure that the school remains at the vanguard of independent school excellence.

**Essential Responsibilities**

* Work with the head of school and division heads to develop innovative new program ideas and curriculum enhancements to differentiate the school’s identity and achieve relevant performance benchmarks
* Lead the teaching & learning committee and K-12 department chairs to promote a rigorous academic program across the breadth of the school’s early childhood-grade 12 curriculum
* Recruit and retain elite faculty members and ensure consistent hiring, onboarding, and retention processes while developing a transparent and equitable compensation structure
* Oversee faculty professional development and evaluation to ensure a culture of growth and continuous improvement
* Direct implementation of strategic planning initiatives related to academics
* Work with the director of EDI & SEL to prioritize the diversity, equity, and inclusion initiatives of the school, including faculty recruitment
* Work with the director of technology to ensure effective integration of cutting-edge technology in the classroom
* Work with the director of college counseling to grow external opportunities, civic engagement, college counseling services, and unique student experiences
* Support the school’s mission and make it central to all decisions and actions, including fostering student leadership
* Oversee and determine the academic calendar with the cabinet

**Education and Experience**

* Bachelor’s degree required; master’s preferred
* Five+ years teaching experience or experience in academic environments, preferably with administrative experience as an academic department head or dean
* Demonstrates commitment to diversity, equity, and inclusivity
* Promotes an innovative, educational vision and possesses leadership skills that complement the school’s mission and learning culture
* Strong communication skills, excellent listener, models the school’s core virtues (compassion, courage, integrity, respect, and responsibility), and is committed to the well-being of students, faculty and staff, and to the school

**Salary**

Competitive, based on experience.

Interested candidates should submit the following materials to [CCDSAcademic@countryday.net](mailto:CCDSAcademic@countryday.net):

* a cover letter highlighting interest and qualifications for becoming Country Day’s next director of academic affairs
* a current résumé
* a one-page personal statement of your educational philosophy

Interested candidates should apply by December 19, 2022.

*Cincinnati Country Day School is an equal opportunity employer that actively seeks employees who reflect and support our mission-driven commitment to academic excellence and to creating and maintaining a diverse and inclusive community. CCDS pays competitively and provides an excellent benefits package.*

*Cincinnati Country Day School does not discriminate on the basis of race, color, creed, sex, gender identity, sexual orientation, disability, age (40 or over), national origin, ancestry, or military service/veteran’s status in the administration of its educational programs and policies, admission decisions, tuition aid programs, employment practices and benefits, athletics, or other school-administered programs.*