

Assistant Director of Schools

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Assistant Director of Schools** will assist the Director of Schools with handling day-to-day school operations at all divisions, as well as with setting long-term, strategic objectives that support the well-being of the Schools and its many constituents. The Assistant Director collaborates with the Director in leading and coordinating the efforts of division heads and the administrative team to live out the Schools' mission and commitment to a collaborative, creative, innovative, and inclusive student-centered environment.

The Assistant Director is the Schools' chief academic administrator, focused on teaching, learning and evaluation of the full academic program and its delivery. The Assistant Director of Schools supports the faculty and administration in setting and achieving strategic goals for teaching and learning PK-12th grade and in building intentional curricular and programmatic scope and sequence that is cohesive across all divisions. The Assistant Director also provides guidance and oversight of professional growth opportunities for PreK-12 faculty.

In addition, the Assistant Director collaborates with the Director on annual and capital budget processes, and acts as a liaison both to colleagues throughout the Cranbrook Educational Community and to the Schools' Governors; in this capacity the Assistant Director coordinates activities that leverage assets across the Cranbrook campus for the benefit of Schools constituents and, as an administrative liaison to various board committees, ensures that progress on the Schools' strategic objectives are supported with appropriate resources.

Responsibilities include, but are not limited to:

- Chair the All-School Curriculum, Instruction & Assessment (CIA) Committee, ensuring continuity and efficacy of the academic program PK-12th grade and coordinating all curricular review processes
- Manage and oversee curricular documentation, including curricular maps, as well as goal and objective documentation and their alignment with daily institutional practice
- Serve as a resource regarding the development of innovative pedagogical trends and methodologies in PreK-12 education
- Communicate the Schools' academic philosophy and values to the broader community, in the admissions process, at advancement-related events, and in publications
- With Division Heads and Upper School Dean of Faculty:
 - Assist with faculty recruitment and hiring
 - Assist with (and coordinate across all divisions) faculty evaluation and aligned professional development/growth, including performance improvement plans
 - Coordinate and design faculty in-service days and other professional growth-related learning opportunities for adults in the community
 - Coordinate the Curriculum Mastery Program (CMP) and its alignment with the Schiller Summer Institute for Teachers (SSI)

- Support and develop the Department Heads, Academic Deans, Grade Level Deans and Team Leaders, individually and collectively across all divisions
- Attend routine faculty meetings and curricular meetings at all divisions
- With the Schools' Director of Educational Technology:
 - Provide oversight of academic and administrative software systems in the Schools
- With Administrative Team colleagues:
 - Support programs concurrent with academic life, that encompass: wellness; diversity, equity, inclusion, and access; day and residential student life; athletics; arts; and all co-curricular and extra-curricular activities
 - Support the integration of the full student and faculty experience into systems, decisions and supports across all divisions
- With the Director of Schools:
 - Assist with daily school operations and assignments within the broader Cranbrook Educational Community
 - Assist with budgetary responsibilities, including annual processes to determine faculty salaries, tuition, as well as capital, divisional, and departmental budgets
 - Serve as administrative liaison to various Board of Governor committees
 - Coordinate and oversee daily Schools' operations when the Director of Schools is away from campus
 - Coordinate and oversee special projects as defined by the Director of Schools

Requirements:

- Master's degree required
- Ten or more years of related independent school experience preferred
- Significant teaching experience and successful leadership experience
- Knowledge of curriculum and pedagogy over a broad range of grade levels
- Experience with academic and administrative technology, curriculum development, and communications is required
- Ability to work collaboratively with administrators, teachers, staff, and parents
- Ability to communicate effectively, both verbally and in writing
- Requires a valid Michigan driver's license with satisfactory driving record

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter (**please note that a fully completed employment application is required for consideration**): www.cranbrook.edu/employment