



WESTRIDGE SCHOOL

Director of Teaching and Learning

Westridge School is an independent day school for girls located in Pasadena, California. Founded in 1913, the school has an enrollment of approximately 500 girls in grades 4 through 12 and has a long-standing reputation for the excellence of its academic program. Westridge is committed to educating intellectually adventurous thinkers, and courageous, compassionate leaders. Westridge is a vibrant and diverse community that is grounded in the commitment to goodness in all aspects of life and learning. Students are encouraged to learn and thrive in new ways, to try new things, and to be resilient. The school balances challenging academics and a focus on leadership development with a deeply engrained culture that prioritizes physical and emotional wellness and treating oneself, others, and the world with integrity, respect, responsibility, and inclusion. At Westridge, girls gain the confidence and courage to stand up and speak for the ideals of responsibility and integrity as they take their places in an ever-changing world.

Westridge is seeking a director of teaching and learning to collaborate with academic leaders and faculty to implement the school's goals related to curriculum development and innovation in support of its new strategic plan. This is an exciting challenge for someone who is keen to work with a nationally recognized girls' school to review and inform a comprehensive program update focused on academic excellence, innovation and relevance. The ideal candidate will be an educational leader with both classroom and administrative experience. This individual will also have experience designing and mapping diversity-responsive curriculum across grade levels and the skills necessary to mentor and develop faculty. This position is responsible for providing instructional guidance informed by institutional data and research-based strategies. Reporting to the senior director for enrollment management and student outcomes, the successful candidate will bring strong collaborative leadership skills, curriculum development, and teaching experience to this newly created role.

Specific Responsibilities Include:

Curriculum, Pedagogy, and Assessment

- In consultation with the division directors and department chairs, advise on the design, mapping, development and assessment of the 4 through 12 academic program, paying special attention to scope and sequence, divisional transitions, and student performance data
- Serve as a coach and partner to teachers in matters of teaching methods, assessment, and curriculum innovation and implementation, including the review and development of advanced studies at all levels
- Ensure that teaching and learning methodologies and practices are cohesive across divisions and align with the school's mission, values, strategic initiatives, and current educational trends and research
- Continual assessment and review of the academic program of the school in collaboration with the academic leadership to evaluate effectiveness and to ensure a consistent experience for students across grade levels, disciplines, and divisions
- Identify opportunities and suggest methods for teacher collaboration, and interdisciplinary unit/course development in order to create a more purposeful and connected curriculum
- Collect and analyze data on student outcomes to inform decisions and strategies, including the review of standardized test results
- Collaborate with the instructional technology team to:
 - empower teachers to use technology in innovative ways to enrich teaching and learning
 - develop plans to leverage the power of technology to meet the needs of diverse learners
- Serve as a member of the academic leadership team and Curriculum and Academic Standards Committee

Mentoring and Professional Development

- Manage the Westridge Research Initiative, identifying and disseminating information and resources to faculty/staff, parents, and students that will strengthen school practices and continue to position Westridge as an educational thought leader in girls' education
- Develop and lead orientation for new faculty in coordination with the director of human resources
- Manage the faculty mentoring program that includes training and assigning mentors, developing and overseeing mentoring activities, monitoring mentoring relationships, evaluating the mentoring program's effectiveness

- Collaborate and consult on the implementation and review of the formative review process for faculty development including training for classroom observation and assisting in the goal-setting process
- Develop, organize, and promote a professional development program that includes professional development days, professional development budgets, and a system for managing priorities, participation, and effectiveness (for on campus and local and national opportunities)
- Develop and maintain a cycle of required topics to be addressed in professional development, building a three-year calendar of professional days and topics
- Organize and manage the process for faculty fellowships and grants
- Coordinate individual faculty development plans in collaboration with the faculty member and division directors
- Assist with the implementation and ongoing management of the School's professional development platform, Folio
- Build skills and provide opportunities that help recognize, respect and embrace diversity of all kinds, and contribute to a culture of inclusion
- Model flexibility in implementing best learning practices
- Participate in the greater life of the divisions and school
- Take on other duties as needed

Qualifications:

- Master's degree in an educational/related field, with a minimum of 5 years' teaching experience required, preferably in an all girls' environment
- Minimum 5 years' relevant experience preferred
- Demonstrated understanding of the social and emotional learning needs of students, through training and/or experience
- Experience working in independent schools preferred
- Experience as a division director, department chair, or another educational leadership position preferred
- Experience working with Folio or other performance management software and/or system
- Knowledge of best pedagogical practices, innovative teaching methods, curriculum development, and assessment required
- Experience in data-informed decision making, data analysis, and evidence-based strategies
- An understanding and appreciation for social-emotional learning and diversity, equity, and inclusion as essential components of a meaningful and challenging academic program
- Ability to embrace a collaborative work style and interact in a positive and proactive manner with all school constituencies.
- Strong interpersonal, written, and oral communication skills.
- Demonstrated experience and skill in the effective use of technology and integrating technological applications in the classroom
- Possess a strong commitment to the mission and vision of Westridge School

Schedule and Salary

This is a 12-month, full-time, exempt position and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous retirement plan. Office hours are 8:00am to 5:00pm; with flexibility to work evenings and weekends when necessary. Some travel required. Salary range depends on qualifications and experience.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Director of Teaching and Learning" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.