



Job Title: Director of Learning Service

Department: Academics

Position reports to: Academic Dean

FLSA Status (Exempt/Non-Exempt): Exempt

Full-time/Part-time: Full-time

Start date: August 15, 2022

Position Summary:

As a significant leader at St. John's Northwestern Academies (SJNA) you have the opportunity to play an essential role in a young person's life. Because SJNA is a boarding school, as a leader, you have unique opportunities not present in traditional day-school settings. Also, the demands placed on academic members at SJNA exceed those of a traditional day school. As the Director of Learning Service at SJNA, a leader must think beyond the classroom and understand their role as more than just a job but a vocation that is a rewarding experience.

Position Specific Requirements:

- Conduct individual and small group sessions for students on learning techniques.
- Run focused tutorials and study groups for students needing additional support.
- Initiate conversations with students and their parents to discuss ways and set goals around learning issues.
- Track individual students' progress through observations and assessments and initiate focused support strategies.
- Make referrals for professional evaluation for students identified as possessing potential or undiagnosed learning disabilities.
- Consult with and educate teachers about support mechanisms to support challenged learners in their classrooms.
- Develop and lead presentations for faculty on best practices in teaching.
- Keep current on matters and up to date about learning and the brain, trends, and best practices.
- Building rapport with students so that they feel comfortable and safe discussing all pertinent topics.
- Develop and teach age-appropriate study skills program.



FACULTY RESPONSIBILITIES

Essential Duties:

- The primary responsibility of a leader at SJNA is to provide **high-quality instruction** in a safe, well-managed, inclusive atmosphere; this requires proper classroom preparation. The Director of Learning Services needs to be available before and after school (tutorial) for students who need additional help. In dealing with students, all academic professionals need to be fair, respectful and use sound judgment when dealing with discipline issues. Teaching styles and strategies should be varied in response to the needs of students and be focused on student engagement in the learning process. Students should be challenged but not overwhelmed and find meaning in their coursework. The overall mood of the classroom should be a positive and student-centered learning environment.
- All academic professionals must provide leadership and guidance through the **Advisor Program**. In this program, teachers are to build healthy and appropriate relationships with the students, encourage them, and provide advice as needed.
- All academic professionals must be **effective communicators** and **team-oriented** within the Academy and with those whom we serve outside the Academy. Everyone needs to be proactive in their communications, appreciating that communication is a two-way street and that seeking and receiving information is just as important as sending it out clearly. This includes reaching out to parents regularly to keep them aware of their student's progress and promptly returning parent phone calls and emails. All academic professionals must work cooperatively with and in support of their peers, RFOs, advisors, parents, and all others in service to the best interests of the cadets. Overall actions, direction, and intentions should support the Academy mission.
- All academic professionals are also required to be **effective classroom administrators**. Attendance needs to be taken promptly and accurately at the start of each class period in the online School Information System (SIS). Assessment and grading of student performance need to be fair and justifiable. Grades need to be entered into the SIS on a timely basis. Progress reports need to be written clearly and professionally. Students needing extra help should be placed in tutorial and, if required, assigned to extra evening or weekend study halls as outlined by the current academic standing policies.
- All academic professionals must support the Academies through supervision of **extracurricular activities and by providing support for social events (chaperone duty)**. Classroom instruction is only one part of the faculty's integrated role at the Academies. Sports, clubs, and other after-school events require leadership and supervision by faculty members.



- All academic professionals need to **support the structures of the Academies**. Both the military structure and the prefect structure are designed to support the education and development of the students. Therefore, academic professionals need to work within those structures, supporting both at all times. While each teacher needs to express their own leadership in their classroom, it must include and support the philosophies of both Academies.
- All academic professionals are **expected to work toward continuous improvement** of their knowledge and practice of teaching and learning through professional development opportunities, both those presented by the school and through their own personal initiative. Appreciating that teaching is both an art and a science—demanding continuous improvement, reflective practice, and an experimental mindset—is an important and expected disposition for an SJNA faculty member.

Supervisory Duties:

- Learning Commons (study hours)
- Chaperone events (as assigned)
- Willingness to support the Academies' Athletic/Extracurricular programs

QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- Should have strong interpersonal skills, organizational skills, and desire to make a difference in a young person's life.
- Must have the ability to supervise students both in classroom and non-classroom settings in a safe, healthy, and controlled manner.
- Must have an appreciation for the importance of building and maintaining positive relationships with students to facilitate effective learning.
- Should demonstrate integrity and strong moral character.
- Must be able to work both independently and within a team.
- Should be technologically competent by modern workplace standards (email, word processing, find and utilize online resources, be able to learn online gradebook and SIS, etc.)



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Education/Experience:

- Bachelor's degree required, Master's degree preferred.
- Experience educating students in a learning services environment.

Certificates, Licenses, Registrations: A valid teaching license in the appropriate area/level is desired. If a candidate possesses a Master's degree or higher or has significant work experience in the relevant field, exceptions are possible and determined on a case-by-case basis.

Interested applicants should email their resume to: careers@sjnacademies.org