



泽兰基督教学校 / Escuela Cristiana de Zeeland / Zeeland Christian School is the only threeschool – 8th-grade school in the Midwest where a child can learn in a Christ-centered and tri-lingual environment where all abilities are welcome and celebrated. It's what's best for kids and that's what we're all about.

At Zeeland Christian School, we Love God, Love Kids, and Love Learning. We expect our staff to have a personal relationship with Jesus, have a passion for working with children, and enjoy helping children of all abilities learn.

The Director of Teaching and Learning is a key leader in ensuring ZCS fulfills its mission to “provide a high-quality Christian education based on the Reformed understanding of the Christian faith.” This leader serves to ensure continuous improvement and quality innovations are occurring to maximize both student learning and effective teacher professional practice. This role will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district’s curriculum, instruction, assessment. The Director ensures that the school’s educational objectives are aligned to state frameworks and to instructional practices that yield the highest levels of student engagement and learning. The Director of Teaching and Learning reports to the Head of School and participates as a highly collaborative member of the Educational Leadership Team

Ideal Candidates for an Assistant position would possess the qualifications listed below:

Curriculum Planning:

- Leads in the research and evaluation of instructional methods and programs, recommending how such methods and programs could be implemented across grade levels.
- Provides leadership in the development of curriculum and benchmark assessments to ensure horizontal and vertical alignment among programs and grade levels.
- Inspires, oversees and coordinates the work of Learning Innovation Teams.
 - Sets agenda, vision, and ongoing training to the Learning Innovation Team Leaders 7 - 8 times per year. (Teacher Leaders who lead teams of their own each month)
- Prepares/administers the budget for instructional materials
 - Provides guidance in the selection and use of instructional materials in close collaboration with the Learning Innovation Teams.
 - Maintain general curriculum inventory and contact list for representatives from companies
- Keeps current with research/field of education and collaborates with other curriculum leaders within the county (OAISD) and in other private/Christian schools.
 - Represents the school in meetings and conferences related to curriculum and instruction

Assessment:

- Supports and continues to build a data informed culture, where benchmarks and assessments are utilized to guide teacher decision making and a responsive culture. Insights from assessments drive decision making alongside other insights about maximizing student growth.
- Sets the vision, purpose and ongoing improvement of the administration and analysis of all standardized and benchmark assessments within the district.
 - Creates an annual assessment calendar
 - MAPS Growth: 3rd-8th
 - Works closely with the MAP Growth Coordinator (a teacher with some time allocated to this work), meeting 2x per month or more as needed.
 - Staff Training
 - Testing support
 - Data review and planning
 - Delta Math: 1st-8th (work with Math Champion who oversees administration of this)
- Leads the development, revision and publishing of progress reports and report cards through Infinite Campus
 - Office staff manage system but Director oversees content
 - Create the Marking Period Calendar and
 - Establish clear expectations for teachers on report cards.

Professional Development:

- Collaborates with the Ed Leadership Team and Learning Innovation Teams regarding professional development necessary for the effective implementation of the intended curriculum and instructional best practices.
 - Collaborates as needed in creation of K-5 and Middle School meeting agendas.
 - Takes lead to plan and execute school-wide professional development planning.
 - Informed of outside PD opportunities and tracks staff attendance
- Plan any assigned summer curricular work for grade levels.
- Recommends professional development for the leadership team to head of school.
- Works directly to identify and coach any outside consults to reach successful outcomes of contract.

Program/Educational Leadership

- Serves as a collaborator, consultant and support for other leadership team members, dependent on the situation and need.
- Facilitates the School Improvement Plan (“Big Rocks) with the leadership team in March each year to determine the allocation of professional development time and clear focus for the next school year. Input into this conversation comes from all stakeholders, while the planning happens with the leadership team.
- Works closely with the educational leadership team, especially principals on scheduling and implementation, to ensure the focus of school improvement for that particular year is revisited and supported to reach success. (We have called these are Big Rocks)

- Responsible for the development and implementation of federal or state aid programs by working with local public school districts (mainly Zeeland Public School).
 - Shared Time
 - Creates yearly schedules for specials
 - Serves as main point person for ZPS and shared time staff at ZCS
 - Title Funds
 - Gathers Free/Reduced Lunch list from ZPS
 - Responds to letters sent by local public schools regarding our participation in title funding
 - Creates a title fund proposal and meets with ZPS staff to plan following year
- Participates in the creation of the School Instructional Calendar
- Collaborates occasionally with the Director of Marketing and Communications and/or Director of Advancement to facilitate communication regarding innovation and learning with the community.

Knowledge/Skills and Abilities

- Evidence of a vibrant relationship with Jesus Christ and involvement in a local church
- Understanding of Christian Education from a Reformed perspective
- Prior successful teaching experience (required).
- Masters of Curriculum/Instruction or related field (preferred)
- Prior leadership experience (preferred).
- Experience working with people from other cultures and backgrounds; bilingual (preferred)
- Experience in inclusive education and/or immersion (preferred)
- Understanding of the Michigan State Standards
- Servant leadership mindset
- High initiative
- Excellent communicator and listener
- Highly collaborative
- Resilience and flexibility
- Highly relational

Apply by sending your resume and cover letter to jobs@zcs.org along with completing the application by April 10.