



## SJEDS DIRECTOR OF EDUCATION (DOE)

At San Jose Episcopal Day School (SJEDS) everything we do is a loving and joyful expression of our mission, which is to inspire a passion for learning, a life of integrity, and a heart for Christian service. Since 1950, SJEDS has served as a beacon in the local community, delivering a dynamic and challenging academic program within the context of a deeply caring and responsive Christian environment. Our DOE will light the way as they lead us faithfully into the next exciting chapter of our school's story.

## KEY ATTRIBUTES

Responsible for overseeing the development and delivery of the school's curriculum, the DOE engages faculty members in ongoing school-wide improvement initiatives to ensure that the instructional materials and practices are aligned with the school's philosophy and mission and maximize teaching and learning for all. The DOE supports our faculty by ensuring they have regular access to meaningful and relevant professional development opportunities, by observing their practice and offering timely, encouraging feedback, and by coaching, modeling, and encouraging innovation and risk-taking. In this setting, a successful DOE will be knowledgeable, yet humble; professional, yet warm; motivational, yet patient; principled, yet compassionate.

## RESPONSIBILITIES

SJEDS' DOE:

- Leads by example, following the school's Faculty Characteristics of Professional Excellence and the guidelines put forth in our Faculty Handbook.
- Embraces and lives out the school's mission and educational philosophy.
- Serves on the Administrative Team, working collaboratively with the Head of School, Director of Finance & Operations, Director of Admission, Dean of Students, and Director of Marketing & Development to lead the school with

heart, humility, and joy and to achieve the goals outlined in the Strategic Plan so that our school may continue to deliver an exceptional education for generations to come.

- Prioritizes faculty, students, and families, dedicating time to developing and nurturing relationships that are built on a foundation of respect, integrity, faith, encouragement, and grace.
- Commits to cultivating a community where all members can enjoy genuine belonging, where diversity is cherished and students can see their great potential in the adults around them, in the books they read, in the lessons they learn, and in the fellowship of the larger church-school community.
- Builds a shared understanding of best practices among faculty and develops/facilitates an annual professional performance review system that supports teachers as they strive to further their knowledge and practices. The DOE observes faculty regularly and gives timely, helpful feedback that assists teachers in identifying their strengths and supports them in areas for growth.
- Models a growth mindset, continuously engaging in personal learning cycles and mindfully helping others to envision and take steps toward shared and individual professional goals as well through cycles of instructional coaching.
- Facilitates faculty involvement in an ongoing system of curriculum review and refreshment using standards, student achievement data, and research related to best practices and emerging trends in the field of education, thereby ensuring that resources and methods are aligned with best practices and the school's mission.
- Understands the critical importance of providing our faculty with continuous, relevant, and differentiated professional development opportunities and works diligently to identify and coordinate those opportunities based on the needs of the faculty and the school's overarching curricular and instructional goals.
- Serves on the Student Support Team (SST), collaborating closely with the Dean of Students and Academic Support Center Coordinator to address the needs of students who are struggling academically, socially, or emotionally.
- Attends to the broader needs of the school community, including, but not limited to participation in school professional development initiatives, community events, service and outreach opportunities, committee membership, parent and faculty meetings, and other commitments as requested by the Head of School.

## QUALIFICATIONS

The DOE has:

- A bachelor's degree in education or a related field (master's preferred)
- Relevant certifications in education (e.g., teaching, supervising)
- A proven record of excellence in teacher leadership
- A proven record of excellence in teaching

- Strong cultural competencies
- Strong written and communication skills
- Strong interpersonal and collaboration skills
- Strong knowledge of technology that supports powerful teaching and learning

## Faculty Characteristics of Professional Excellence

*The following characteristics reflect our mission expressed through the lives and work of our faculty and staff.*



San Jose Episcopal Day School is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

## TO APPLY

- Send Cover Letter and Resume to DFO, Stacey Stec, [sstec@sjeds.org](mailto:sstec@sjeds.org).  
*Inspiring a passion for learning, a life of integrity, and a heart for Christian service*

