



Saint Andrew's School

VISUAL ARTS CHAIR AND INSTRUCTOR

Boca Raton, FL



START DATE: August 1, 2024

About Saint Andrew's School:

Saint Andrew's School is an independent, co-educational school for grades PK-12, Saint Andrew's is both a day school and a boarding school, educating students from across the United States and throughout the world. As a college preparatory school in the Episcopal tradition, Saint Andrew's welcomes students of all faiths, customs, cultures, and beliefs. "Honor Above All," academic excellence and education in Mind, Body, and Spirit reflect Saint Andrew's experience. We are committed to educating the "whole child" while instilling a dedication to lifelong learning.

Saint Andrew's School seeks employees who are committed to our mission to provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition. We encourage applications from individuals whose backgrounds and experiences will help us promote an inclusive school culture. We are committed to respecting the dignity of each member of our community, and we strive to recruit a diverse and talented faculty and staff.

Position Summary:

Department Chairs collaborate with the Assistant Head of School, the Dean of Studies and the Lower, Middle and Upper School division heads in the development and delivery of mission-aligned curriculum and instructional practices, while modeling the Portrait of a Scot and contributing positively to the life of the school. The Visual Art Department Chair is responsible for leading the successful implementation of a high-quality educational program and managing the professional performance of the faculty in the department. Our Lower and Middle School programs foster student inquiry, empathy, creativity, and interdisciplinary collaboration in the implementation of the IB Primary Years Program and Middle Years Program. The Upper School curriculum offers students a range of pre-AP, AP, and IB Diploma program coursework that celebrates artistic self-expression.

DUTIES AND RESPONSIBILITIES:

As Chair

- Provide leadership, mentorship, and guidance to faculty while promoting positive morale and creating productive relationships with colleagues, students, parents, and administrators.
- Collaborate with the Assistant Head, Division Heads, and Director of Human Resources to manage the support and development of departmental faculty according to the Guide to Performance Management.
- Collaborate with the Dean of Studies, Division Heads, and department faculty to develop and implement the scope and sequence of academic coursework, curricular content, course material, and assessment practices, including as part of ongoing curricular/programmatic review process.
- Collaborate with the Dean of Studies and Division Heads regarding faculty teaching assignments, in conjunction with the Assistant Head of School.
- Collaborate with Division Heads and Dean of Studies regarding student placement in department courses.
- Serve on the Academic Affairs Committee and on-point with departmental hiring committees.
- Manage the department budget in conjunction with the CFO/COO.
- Manage equipment and facility needs of the department in conjunction with Facilities and Business offices.
- Coordinate the daily operation of the department.
- Work with members of department to identify, prioritize, and actualize departmental goals.
- Facilitate regularly scheduled department meetings and discipline-specific professional development.
- Work with parents, faculty, and relevant senior administrators when student concerns arise.
- Serve as an advocate for the success of all students and examine data to implement effective practices to increase student success, in collaboration with division heads, faculty, and administrators.
- Coordinate department representation at school events (e.g., open houses, curriculum coffees, etc.).
- Coordinate curation of department-specific events and exhibitions, on and off campus.
- Teach up to three sections in Middle and/or Upper School.
- Perform other duties as assigned.

DUTIES AND RESPONSIBILITIES:

As Instructor

- Implement inquiry-based instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Prepare course material such as syllabi, unit plans, homework assignments, and assessments ensuring completion of the curriculum.
- Provide students with ongoing and effective feedback about their work, which includes group and peer critique, guided self-evaluation, and criterion-based rubrics.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction with guidance from the Dean of Studies.
- Maintain effective and timely record keeping procedures using educational technology.
- Communicate effectively, in both speech and writing, with students, parents, and other professionals on a regular basis through our educational management system.
- Use effective classroom management techniques to optimize learning.

QUALIFICATIONS:

- Bachelor's degree required, with a graduate degree highly preferred.
- A strong background in curriculum and instruction in discipline specific content.
- Outstanding teaching skills, with a minimum of 5 years teaching experience preferred.
- Outstanding leadership and coaching skills.
- Clear written and oral communication skills, as well as the ability to manage challenging conversations.
- Excellent organizational and interpersonal skills.
- Possess a collegiality and willingness to collaborate with colleagues.
- Ability to work effectively with people of diverse backgrounds and promote a positive working environment.
- Commitment to a growth mindset and continuous development.

PHYSICAL DEMANDS:

- Must be able to sit, stand, walk, bend, lift, and for the majority of the work day. May be required to lift up to 25 pounds.

HOW TO APPLY:

Saint Andrew's School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Assistant Head of School Dr. Chris Harth), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com.

Saint Andrew's School is committed to providing equal opportunity in all employment practices without regard to age, gender, race, religion, color, sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, marital or familial status, pregnancy, disability or handicap, genetic information, military status, or any other protected status in accordance with the requirement of all federal, state, and local laws.

Saint Andrew's is a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check. Saint Andrew's School may, in its discretion, modify or adjust the position to meet the school's changing needs.

