



Program Director

The Program Director is the lead program administrator of Tremont School, an independent day school for grades 5-12 and post graduates located in Concord, MA. Tremont School's vision is to be an industry leader in the educational landscape and a model learning community that embraces diverse capabilities and empowers students to access their capacity as engaged, joyful, global citizens. Celebrating its 10th anniversary this year, Tremont's mission is to provide an innovative approach to education that (re)ignites a passion for learning, honors and embraces students' individuality, and empowers them to be critical thinkers and compassionate citizens. The Tremont School learning community values developing trust, building connections and fostering independence.

The Program Director is responsible for advancing and developing all facets of Tremont School's educational program, overseeing faculty and program staff, delivering a program that is supportive and responsive to student needs, and communicating closely with all school constituents. The Program Director oversees student and teacher progress, reports on successes, challenges, and opportunities, and promotes a school culture that prioritizes inclusion, collaboration, kindness and excellence. The Program Director reports to the Executive Director.

At Tremont School, we use a Living Curriculum approach that combines student-directed learning with teacher-guided, project-based, thematic curriculum. Students and teachers learn together in a civic-minded community that highly values friendships and intellectual curiosity. Tremont is a progressive school and seeks candidates who appreciate and want to be part of a dynamic learning environment that emphasizes expertise in learning to learn over content learning, and approaches curriculum as evolving, flexible, and responsive to what is relevant. Tremont is a highly inclusive school community and creates a learning environment for all students, regardless of race, religion, color, ethnicity, sexual orientation, gender identity, or economic background.

RESPONSIBILITIES

I. Educational Program

- Ensure that all constituents have a deep understanding of our Living Curriculum approach to teaching & learning
- Document our teaching & learning continuum, 5th through 12th grade and Post-Graduate



- Assess and report on our educational program to address current and future school needs
- Oversee the design and implementation of these current program initiatives: expansion of the student advisory program, student engagement in community service, social justice, diversity, equity and inclusion, and a comprehensive Post-Graduate program
- Serving as the key administrator overseeing the scheduling of classes
- Serve as a lead steward of our NEASC Accreditation

2. Faculty and Program Staff

- Supervise all faculty and program staff while working closely with the Executive Director on hiring and HR evaluations
- Oversee and collaborate with instructional staff to develop and evaluate Tremont's educational program to meet student learning needs and enhance student engagement and growth
- Model and coach instructional staff for effective teaching & learning
- Design and implement a comprehensive program for faculty professional development
- Create a professional working and learning environment that encourages a high level of discourse and innovation, and a culture among instructional staff of mutual respect, trust and integrity

3. Student Relations

- Steward our culture of students "learning how to learn" in a way that is challenging and allows for the growth of independence through trust and building connections
- Develop and maintain effective individual and group relationships with students
- Develop systems for effective communication with students about their academic, social and emotional goals and learning needs
- Engage the students in the ongoing building of their community
- In collaboration with instructional staff, including the Learning Support team and School Counselor, measure outcomes and student growth by collecting appropriate data and using the data to improve teaching & learning

4. Parent Relations

- Effectively communicate to our parent body about our educational program and Living Curriculum approach to teaching & learning



- Develop and maintain effective individual and group relationships with parents, including regular meetings with leaders of the Tremont Parent Association (TPAC)
- Send weekly parent newsletters to keep the parent body informed about school events, updates and programs
- Serve as liaison between the instructional staff and parent body
- Consult with parents to enhance the school experience for their child

PROFESSIONAL QUALIFICATIONS AND INTERESTS

- A master's degree or equivalent experience
- Three or more years of school leadership experience
- Experience working with a neurodiverse population
- Transparent and high integrity leadership
- Strategic thinking and planning experience
- Familiarity with Collaborative Proactive Solutions (CPS) preferred
- Dynamic presence with the ability to create a strong inclusive community
- Have an entrepreneurial spirit, excited to be part of a growing school
- Experience in a non-traditional learning environment
- Experience in making expectations clear and strong follow-through
- A history of successfully working with a community of committed educators, students and families to build success

Tremont School requires all employees to be fully vaccinated against COVID-19, and participate in our weekly pooled testing program.

Tremont School offers a generous benefits package, including health care, 401(k) match, generous vacation and personal days, on-site fitness center and gourmet cafe.

Interested candidates should forward a cover letter, resume and three references (at least one supervisory) to employment@tremontschool.org.

The Tremont School does not discriminate on the basis of race, color, national and ethnic origin, religion, sexual orientation or gender identity in its employment practices, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.