



# The Leadership School at Kieve

## Position Description

**Position:** Teacher / Professional Development Specialist

**Reports To:** Leadership School Director

## Primary Function:

- Teach the Leadership School curriculum
- Facilitate the mentoring and development of a peer mentoring system for all teachers, Interns, and PROs

## Responsibilities:

- Lead high impact curriculum development, training, and implementation
- Oversee curriculum customization to meet specific school needs in conjunction with Program Development Specialist
- Oversee the mentoring 1<sup>st</sup> year teachers, veteran teachers, and interns through classroom observation, co-teaching, and ongoing professional development
- Develop and lead in house professional development workshops and identify other learning opportunities for staff
- Teach residential and outreach programs, when appropriate
- Facilitate parent and school community informational programs
- Facilitate Learning Together and oversee the delivery of others
- Actively participate as an engaged member of the management team

## Qualifications:

- Bachelor's degree in a related field
- Proven ability to manage and develop a high performing team
- In depth experience delivering the experiential learning model
- Strong curriculum development experience
- Strong interest and experience working with middle school aged students
- Excellent interpersonal and communication skills
- High level of comfort speaking and presenting to groups
- Track record at being a strong member of a highly productive team
- Ability to manage competing and multiple priorities
- Capacity to work independently and as a member of a highly integrated team
- Comfort being flexible and adjusting to quickly changing circumstances
- High standards for self and others

Salary commensurate with experience. Benefits include health insurance and 401K.

Applicants should apply electronically by submitting a resume, cover letter, and contact information for three references to [leadershipschool@kieve.org](mailto:leadershipschool@kieve.org) No hard-copy submissions, please.