



DIRECTOR OF EDUCATION
July 2018 Posting

Are you innovated and passionate about education? Are you excellent at project management with strong organization and communication skills?

We are looking for a **Director of Education** to provide leadership, support, and coordination for our educational program and curriculum, ensuring all areas are mission-appropriate, engaging, and cohesive. He or she plays a key role in translating our philosophy into practice and works collaboratively with staff to enrich, strengthen, and develop programming. Our Director of Education also helps evaluate and supervise teaching staff, the teaching process, and the integration of curricula. He or she continually promotes an understanding of progressive education in the community through articles, conversations, and events. As a member of the administrative team, this person is energized by Wingra's philosophy and mission, committed to his/her own growth and development, and inspired by being in a school environment.

Our administrative staff is comprised of dedicated professionals who value collaboration, creativity, and community. While each person thrives by having some autonomy, we also celebrate the combined efforts of our work – whether in Enrollment, Development, Business Management, Programming, or general administrative. Wingra strives to be a model community where students and staff are accepted as their true selves. At Wingra, we honor the voice of each person and the beautiful diversity that emerges when participation and contributions are drawn forth. *Are you the right person to join our team?*

Essential Responsibilities:

- Works with teachers and administrators to ensure our progressive philosophy is translated into practice
- Provides supervision and support for Wingra's education program and for the design and integration of curricula across domains
- Supports our system of holistic teacher development, including goal-setting and feedback, supervision, coaching & growth plans.
- Coordinates scheduling for such areas as Levels, K-8 programming, all-school events, and teaching staff duties.
- Advances Wingra community's understanding of progressive education through a variety of means including meetings with parents, community conversations, program guides, brochures, and articles

Knowledge, Skills, and Abilities:

- Exceptional oral and written communication skills, with a warm, friendly demeanor
- Innovative and creative with an ability to collaborate to bring theory to practice.
- A deep passion and commitment to the education of children
- Ability to interact effectively with parents, colleagues, board, partners, and the general public
- A flexible style with an ability to respond to challenges and opportunities
- Organized, detail-oriented, and able to manage numerous happenings at once
- Sense of humor, high standards, and self-reflective, with a superior understanding of progressive, holistic practices
- Passion for seeing and supporting the creative abilities of others
- Bachelor's Degree in Education (preferred)
- Experience in a school setting (a strong plus)

To Apply:

Please send a cover letter, resume, statement of educational philosophy, and three letters of reference to:
Debbie Millon, Head of School, dmillon@wingraschool.org

Wingra School, an independent K-8 school located in the heart of Madison, is an inclusive and safe learning community that enhances and empowers the lives of people by offering optimal opportunities for intellectual, emotional, and physical development. Wingra is an equal opportunity employer. We are dedicated to the goal of building a culturally diverse and pluralistic staff to equitably serve children of diverse races, ethnicities, abilities, gender identifications, income levels, and religions.