

Educational Programs Director  
Morrison School  
400 Edgewood Lane, Bristol, VA 24201

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### **Full job description**

#### **About Morrison School:**

Morrison School, an independent, co-educational PreK-12th grade day school in Bristol, VA, specializes in providing education to students with learning differences. Since our founding in 1977, we have served students with a range of needs, including reading and math disabilities, language processing problems, attention deficit disorder, superior intellect, and other specific gifts, as well as personal or social challenges. Our mission is to prevent these differences from becoming lifelong barriers to educational, personal, and professional success.

#### **Position Overview:**

Under the guidance of the Head of School the Educational Programs Director guides and trains all instructional staff in curriculum development and instruction, oversee the collection, organization and interpretation of assessment data, the development and implementation of individual instructional plans, the implementation of the school's discipline policies, and the reporting of student progress.

#### **Key Responsibilities:**

- Assist with collecting, organizing, understanding and interpreting professional file data
- Assist with developing Individual Instruction Plan (IIP) for each student
- Assist with developing an appropriate professional report card for each student every nine weeks
- Assist with producing appropriate professional reports for each student such as the comprehensive narratives and recommendations that accompany the IIP and the year-end reports for the next school year
- Assist with decision making regarding setting of instructional level, curriculum design and selection of instructional materials
- Assist with initial development of daily instructional lesson plans and ongoing weekly review of such plans
- Assist with implementing academic instructional methods, techniques and strategies
- Assist with curriculum decisions relative to needed curriculum and discipline changes for each student through the school year
- Assist with establishing and maintaining the behavioral and academic standards relative to each student
- Assist with implementation of token economy relative to classroom management and discipline

- Assist as needed with the development and implementation of other discipline strategies unique to the needs of individual students
- Assist with effective communication between teacher and parent
- Conduct formative and summative evaluations of professional staff members at least once a year
- Work with the Head of School to coach professional staff members in areas of concern such as; ineffective instructional strategies, behavior management and time management.
- Demonstrate or model in the classroom instructional and behavior management methods and techniques
- After appropriate evaluation of job performance, assist in making recommendations regarding professional staff changes such as reassignment of duties and responsibilities or dismissal from the program to the Head of School.
- Assist teachers in the coordination and supervision of professional support services from non-staff providers inside and outside of school (e.g. speech/language therapy, occupational or physical therapy, counseling)
- Assist teachers with effective and efficient utilization of instructional aides and volunteers.
- Work with the Head of School to develop a calendar and budget for the summer school learning program. Oversee the planning and implementation of the program.
- Work with the Head of School to develop partnerships with local doctors, agencies, schools and colleges to provide services, training and programs for the students, families and teachers at Morrison School.
- Assist Head of School in the admission process, family interviews and candidacy decisions for enrollment.
- Assist Head of School in screening, interviewing and hiring staff for instructional and support positions.

### **Qualifications:**

- Minimum of Master's Degree in School Administration, Curriculum & Instruction, Special Education, or related field.
- Special Education Endorsement preferred but not required.
- Three or more years experience in a school leadership role or similar.
- Five or more years of classroom teaching experience (K-12).
- Appropriate state licensure and certification.
- Strong communication skills including writing and editing, both oral and written.
- Ability to work with, guide, and support instructional staff.
- Organization and time-management skills
- Knowledge and proficiency using computers and instructional technology.

### **Job Details:**

- **Job Title:** Educational Programs Coordinator
- **Job Type:** Full-time
- **Pay:** Commensurate with Experience

- **Required Documents:** Resume, Cover Letter, Leadership Philosophy Statement, Copy of State Licensure
- **Deadline** - to submit CV to **headofschool@morrisonsschool.org** no later than **March 15, 2026.**

Job Type: Full-time

Pay: \$70,000.00 - \$75,000.00 per year

Benefits:

- Paid time off
- Retirement plan

Education:

- Master's (Required)

Experience:

- Teaching: 5 years (Required)

Work Location: In person