



## MONTCLAIR KIMBERLEY ACADEMY

### **Coordinator of Curriculum and Professional Development Services**

Montclair Kimberley Academy (Montclair, NJ) is seeking a Coordinator of Curriculum and Professional Development Services to work in the office of the Assistant Headmaster for Curriculum and Professional Development. The position will begin in mid-to late June, 2018. Duties include helping to coordinate all aspects of the school's faculty professional development program and supporting faculty and administrators responsible for the curriculum across the school's three campuses. The ideal candidate will be well organized, highly collaborative, and flexible. A love of learning is essential. A college degree and excellent skills in writing, proofreading, budget management, and technology (Google Apps, Excel, Word, iCal) are required; graphic design skills are a plus. Work experience in an educational setting is preferred and could lead to opportunities to engage in creative program development and self-directed projects. Flexible work hours may be possible.

If interested, please send a letter of interest and a resume to Karen Newman at [knewman@mka.org](mailto:knewman@mka.org).

#### **Major Responsibilities:**

- Act as first point of contact, fielding questions via phone and email, and take responsibility for office operations
- Assist faculty and administrators responsible for the curriculum and professional development across MKA's three campuses.
  - Schedule and prepare for meetings for the office and various curricular committees.
  - Assist in preparing communications and large publication projects (e.g., curriculum guides, program materials, academic reports, slide decks, etc.), including extensive proofreading and some graphic design.
- Support the school's faculty professional development program.
  - Make arrangements for professional development workshops, including venue reservations, food orders, maintenance requests, book orders and other materials preparation.

- Manage the annual call for faculty professional development grant proposals including budgeting spreadsheets and acceptance letters.
  - Act as registrar for in-house summer workshops.
  - Assist with travel arrangements for conferences and workshops when necessary.
  - Organize and maintain office professional development library.
- Maintain budgets, handle accounts payable, and act as liaison to the Business Office.
- Attend four evening meetings of the Board of Trustees' Educational Programs and Policies Committee to take notes and prepare minutes.
- Review and update Academic sections of MKA's website as well as the employee resource site.
- Take on other tasks and projects as needed, and as appropriate to skills and experience.

*It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socioeconomic background or disability not related to the requirements for being a successful employee at MKA.*