



Job Title: Innovation and Design Thinking Teacher and Innovation Studio Department Chair  
Department: Teaching and Learning  
Reports To: Head of Teaching and Learning  
FLSA Status: Exempt  
Date Prepared: December 2025

### **Position Summary**

New England Innovation Academy seeks an Innovation and Design Thinking Teacher and Innovation Studio Department Chair for the spring semester of the 2025-26 academic year. The school welcomes applications for this role on a full-time basis. Full-time faculty teach four sections in Upper School, Middle School, or a mixture of both divisions with two or three different course preparations, participate in coaching two sports/activities or the equivalent, and serve as an advisor. Teachers also collaborate and innovate with colleagues across other curricular areas and divisions, and attend weekly staff meetings for subject areas and divisions.

The Innovation and Design Thinking Teacher and Innovation Studio Department Chair inspires, instructs, and develops middle and high school students' passions and curiosities, and will teach students integrated design, using human-centered design as a fundamental process to develop students' empathy, passion, and curiosity in Innovation Studio courses. This role will help students think deeply about the world through various lenses of human needs, positive societal impact, and environmental sustainability, and enable them to take action through real-world, hands-on projects. Innovation Studio courses are semester-based, with a foundations course that all new students enroll in, and the remaining program is built on relevant electives.

The Department Chair will provide support to the Directors of the Upper School and the Middle School, and the Director of Curriculum and Professional Learning. They will assist with teaching, learning planning, and implementation, and help ensure that academic initiatives run smoothly and efficiently, facilitating effective communication, collaboration, and organization within the subject-learning. The Department Chair will serve a term of two years, with a maximum of two consecutive terms.

Teaching and learning revolve around a competency-based education system aligned with our Pillars: Innovation & Entrepreneurship, Human-Centered Design, Integrated & Experiential Learning, and Belonging & Togetherness. This system assesses "Pillar" competencies applicable across all academic departments, as well as department-specific competencies, to demonstrate expertise in a particular subject. The NEIA values of equity, agency, and adaptability are deeply embedded in this approach, ensuring that students develop skills crucial for the next generation of leaders. NEIA's educational process extends beyond traditional classrooms, encompassing activities such

as advocacy groups, after-school activities, residential programs, service projects, expeditions, and internships. These activities embody and promote NEIA's values, striving to provide an innovative, relevant, and future-focused learning experience. At its core, NEIA believes in the transformative power of empathy, curiosity, and collaboration in making a positive impact on the world.

Teachers invest deeply in the school's community by participating in the advising (called Advocacy at NEIA) program with a group of five to eight students, contributing to social and emotional learning initiatives, participating in extracurricular activities such as explorations and clubs, and chaperoning weekend activities once or twice each term. The role is integral to enhancing the overall student experience and requires a commitment to the various facets of school life at NEIA.

Under the supervision and guidance of the Head of Teaching & Learning, teachers are responsible for preparing lesson plans, regularly updating curriculum, and collaborating with colleagues. Their duties include assessing student work and performance through NEIA's competency-based model, providing feedback, documenting student progress, writing student report notes, and assigning learning extensions. Teachers are expected to create and manage a learning environment that guides and encourages students to develop and fulfill their academic potential and accomplish the learning goals of NEIA. Finally, teachers are also expected to understand and apply human-centered design as a process, and to embed it as an ethos across our program.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

***Department Chair***

- Create a tone of collaboration and innovation.
- Establish communication and messaging with department teaching staff, including scheduling, setting the agenda, and administering department meetings (once a cycle or equivalent based on varied schedules).
- Monitor and support effective Google Classroom and Otus required guidelines.
- Under the guidance of the Director of Curriculum and Professional Learning, collaborate on curriculum maps and integration efforts.
- Meet with the Directors of the Upper School and the Middle School when scheduled.
- Provide informal coaching and support, serving as a model to encourage teaching staff to self-evaluate and pursue professional growth.
- Provide input and guidance to manage the department's annual budget.
- Collaborate with the Directors of the Upper School and the Middle School to identify and interview a diverse pool of qualified candidates.

***Teaching***

- Embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.
- Develop engaging, educational, and exciting integrated and experiential curriculum and lesson plans tailored to students' interests and needs.
- Implement classroom management strategies to maintain student focus and productivity.

- Adapt teaching methods and instructional techniques to accommodate students' diverse needs and learning styles, aligning with individual learning plans where applicable.
- Regularly assess student progress through NEIA's competency system, providing timely and constructive feedback and informing students about their performance.
- Build positive relationships with students to foster their academic growth and development.
- Collaborate with other teachers, administrators, and school counselors to enhance student learning experience.
- Identify students facing learning or emotional challenges or home situations, and work with the Student Support Team to provide necessary resources and support.
- Stay informed about and actively utilize individual learning plans in teaching and student interactions.
- Communicate effectively with parents and guardians regarding students' performance and needs.
- Incorporate goals, competencies, and objectives into lesson plans that directly apply to students' lives.
- Strive to achieve school and course-wide performance goals for every student in class.
- Engage in ongoing professional learning in accordance with the school's professional growth framework.
- Support the initiatives and strategic goals set forth by the School Leadership.
- Perform other related duties and responsibilities as assigned and required by the position and the School.

### **Expectations for all Teachers**

Teaching staff are employed on a 12-month, exempt basis, featuring a distinct vacation and paid time off (PTO) structure compared to non-teaching staff. Their vacation days align with school vacation periods, subject to a few key conditions:

- **Preparation for Class Resumption:** Teachers must be prepared to resume teaching immediately after school vacation.
- **Responsiveness to Work Communications:** Teachers are expected to respond to work-related communications within a reasonable timeframe when school is in session — ideally within 24-48 hours.
- **Summer Vacation Responsibilities:** Teachers are expected to prepare for the upcoming academic year during the summer break. This preparation includes tasks such as updating course outlines, organizing classes on Google Classroom, and planning lessons. As the school and academic programs grow, teachers are expected to develop new curricula, under the oversight of the Director of Curriculum & Professional Learning.

During the academic year, teaching staff are entitled to five (5) days of PTO, which can be used for sick or personal days. During the roughly 32 weeks of the school year, teaching staff should expect to work up to 55 hours per week.

### **1. Core Responsibilities:**

- Teach four classes — or the equivalent — per semester.

- Serve as an Advocate (advisor) for a group of students and implement programming as required.
- Adhere to standard work hours: 8:00 a.m. to 3:30 p.m. (Mon-Thurs) and 8:00 a.m. to 3:00 p.m. (Fri); standard work hours during two seasons of sports/after-school activities: 8:00 a.m. to 5:00 p.m. (Mon-Thurs) and 8:00 a.m. to 3:00 p.m. (Fri)
- Be available for WIN Block (Mon-Thurs, 2:50 p.m.-3:30 p.m.), barring other NEIA commitments.
- Follow Teaching Best Practices and manage platforms like Google Classroom and Otus.
- Document year-long curriculum.
- Take daily class attendance.
- Comply with individual learning accommodations for students.
- Write reports thrice yearly and conduct advocate calls and parent/guardian conferences.
- Engage in ongoing professional learning as per NEIA's framework.
- Attend all-school and division meetings, weekly teacher meetings, subject-area meetings, and US and MS meetings.
- Serve on ad hoc or standing committees as needed.

## **2. Extracurricular Involvement:**

- Lead or assist in two seasons of After-School Activities (ASAs) and one Club annually.
- Chaperone student events, assist with athletic events, supervise recess and other non-structured times, and support ResLife weekend activities. Approximate expectation: 2 shifts per semester.

## **3. Event Participation:**

- Participate in Opening Meetings, Off-site Orientation Trips, Family Weekend, Monthly Professional Days & Afternoons, PIN Points, Dive into NEIA, Accepted Student Days, Admission Open House Events, Graduation, NEIA Expo, and End-of-School Meetings, and other events as needed.

## **4. Educational Approach:**

- Embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration.
- Develop and implement engaging curriculum and lesson plans tailored to students' interests and needs.
- Use varied and innovative teaching methods and instructional techniques to cater to diverse learning styles.
- Assess student progress, provide constructive feedback, and build positive relationships with students.
- Collaborate with colleagues and counselors to enhance student learning experiences.
- Identify and support students facing challenges, liaising with the Student Support Team as needed.
- Maintain effective communication with parents and guardians about student performance and needs.

### **5. Residential Life Responsibilities (For On-Campus Staff):**

- Oversee evening hours, ensuring safety and a quiet environment from lights out.
- Supervise students during weekends and chaperone off-campus trips.
- Serve as the overnight on-campus presence for student safety and order.
- Act as an emergency contact for residential students' guardians outside school hours (5:30 p.m. - 7:30 a.m. on weekdays).
- Manage weekend passes, permissions, and emergencies.
- Attend residential life house and staff meetings.

Note: Additional duties may be assigned by the Head of School as needed.

### **Qualifications:**

- Ability to create a welcoming and supportive community for a diverse student body.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Proficient knowledge of teaching strategies and methods.
- Ability to incorporate goals, competencies, and objectives into lesson plans in ways that directly apply to students' lives.
- Ability to use technology effectively in teaching, learning, and administrative functions and willingness to stay current in technology skills and learn emerging technologies as needed.
- Strong written and verbal communication skills.
- Strong administrative and organizational skills.
- Strong creative and critical thinking skills.
- Ability to efficiently and effectively manage the time of self and others.
- Understanding and adhering to applicable laws, codes, policies, regulations, and safety practices and procedures.

**Salary Range:** The salary range for this position is \$55,000 – \$82,000 on a full-time basis.

### **Education and/or Experience:**

- Bachelor's degree required; Master's degree preferred.
- At least three years of teaching experience in a residential or day school setting is preferred.

**Supervisory Responsibilities:** The Innovation and Design Thinking Teacher and Innovation Studio Department Chair does not supervise any other employees at NEIA.

### **Physical Requirements**

An employee must meet the physical demands described here to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Stand/sit for long periods.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to [careers@neiacademy.org](mailto:careers@neiacademy.org) with the subject: Innovation and Design Thinking Teacher and Innovation Studio Department Chair

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>