



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title:	Director of Curriculum & Interdisciplinary Program & Teacher
Department:	Middle and Upper School
Reports To:	Dean of Academics and Faculty and Dean of the IDEA Program
FLSA Status	Exempt
Date Prepared:	April 2026

Position Summary

This is a hybrid role combining academic leadership and teaching. Approximately 50 percent of your time will be dedicated to teaching (teach two (2) classes per semester). The remaining time will focus on curriculum coordination and interdisciplinary program integration across the school.

This role is structured as a project leadership and execution function. It does not carry final decision-making authority on curriculum. Academic direction, priorities, and final decisions are set by the Head of School, Dean of Academics, and Dean of the IDEA Program. Department Heads are responsible for writing their subject-specific curriculum with the Director of Curriculum assisting to make sure that the curriculum meets NEIA's academic vision and rigor standard. Important Clarification of Scope: This role is responsible for coordination, execution, and integration. It does not override Department Heads or set curriculum independently. The role exists to ensure that curriculum work is completed effectively, aligned across the school, and executed at a high standard under the guidance of academic leadership.

New England Innovation Academy Teachers will design and deliver a rigorous, inquiry-based curriculum. 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 different curricular areas and divisions, and attend weekly staff meetings for subject areas and divisions.

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:

Director of Curriculum & Interdisciplinary Program

Curriculum Coordination and Execution

- Coordinate the day-to-day development of curriculum across all academic departments and the IDEA program
- Ensure curriculum mapping, alignment, and progression across grades 7 to 12 are completed on time and aligned with NEIA's academic vision
- Partner with the Dean of Academics and Dean of IDEA in the development of the Intensive Program to begin in the 2026-27 academic year.
- Track progress of curriculum development and ensure deliverables are completed with consistency and quality
- Maintain visibility into syllabi, course materials, and instructional plans across departments

Interdisciplinary Integration

- Facilitate collaboration between core academic departments and the IDEA program

- Support the development and execution of interdisciplinary and applied learning experiences
- Help ensure integration efforts are practical, aligned, and executable within the academic program

Faculty Support and Implementation

- Support Department Heads and faculty in executing curriculum plans with consistency
- Help reinforce instructional expectations and alignment with NEIA's academic standards
- Identify gaps or inconsistencies and elevate them to academic leadership for resolution

Program Alignment and Quality Control

- Ensure that curriculum development efforts align with the broader academic direction set by school leadership
- Monitor consistency in rigor, structure, and student experience across divisions
- Provide regular updates to the Dean of Academics and Dean of the IDEA Program on progress and risks

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:

- Full time teachers 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: 7:45 a.m. to 3:15 p.m. (Monday-Friday); standard work hours during two seasons of sports/after-school activities: 7:45 a.m. to 4:30 p.m. (Monday-Thursday) and 7:45 a.m. to 3:15 p.m. (Friday).
- Be available for WIN Block (Monday-Thursday), 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 long-term work plans that incrementally improve academic outcomes.
- 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: This position is a full year (12 months), full time, benefits eligible position. The pay range for this position is \$90,000 - \$110,000.

Education and/or Experience:

- Master's degree required.
- At least 5 years of teaching experience in a residential or day school setting.
- A minimum of 5-7 years of leadership or administrative school experience.

Supervisory Responsibilities: Director of Curriculum & Interdisciplinary Program & Teacher 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.

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 with the subject: Director of Curriculum & Interdisciplinary Program & Teacher

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/>