



MONTCLAIR KIMBERLEY ACADEMY

Science Department Chair Upper School

Montclair Kimberley Academy (MKA), an innovative, Jr-K–12, independent day school in northern New Jersey with a strong national reputation, Apple Distinguished School recognition, a celebrated 1:1 learning program, and a strong tradition of internal professional development, seeks a full-time Science Department Chair in the Upper School for the 2026-27 school year.

The successful candidate will join MKA at an exciting time of growth in our facilities, teach a full load of Science classes (minus the equivalent of a one-course reduction as department chair), lead the department, and serve as an advisor to a group of approximately ten students. This person will report to the Assistant Head of Upper School.

The Department Chair serves as a thought leader and mentor for the department and plays an essential role in developing and supporting faculty and developing an innovative and cohesive curriculum that responds to/advances/supports core institutional priorities. The Department Chair is also responsible for managing day-to-day department needs, responding to requests in a timely manner, and acting as a liaison between parents, administrators, and faculty regarding department philosophy, policies, student concerns, and personnel issues.

Qualified Candidates will meet the following criteria:

- A bachelor's degree in a science discipline — a master's degree is preferred;
- Experience working with and teaching students in grades 9-12;
- Passion for and knowledge of inquiry-based approaches to science instruction, research, and student lab experiences;
- Curriculum development experience;
- Commitment to social-emotional learning and a multicultural curriculum that includes diversity, inclusion, and social justice lenses to foster an inclusive learning environment for all students;
- Strong communication skills and ability to articulate the role of the Science Department in fulfilling the school's mission.

Responsibilities:

General Leadership & Operations

Provide effective leadership for the department by upholding school policies, facilitating communication, and coordinating staffing and coverage.

School Mission, Vision, & Department Culture

Advance the school's mission and institutional priorities through collaborative leadership, participation in campus and tri-campus committees, and the cultivation of a collegial, inclusive, and purpose-driven departmental culture.

Faculty Development

Support the professional growth of department members through feedback, mentorship, onboarding of new faculty, and the leading and sharing of professional learning opportunities.

Curriculum Development

Lead the development, review, and implementation of departmental curriculum, including course offerings and assessment practices, in alignment with tri-campus and campus goals and vision.

Teaching & Learning Leadership

Promote high-quality teaching and learning by ensuring reasonable consistency across sections, staying current with best practices, and serving as the department's instructional leader and advocate.

Collaboration with Administration

Work closely with school leadership to address student concerns, staffing needs, scheduling, and departmental issues related to instruction, curriculum, and personnel matters.

Administrative & Resource Management

Oversee departmental documentation, budgeting, ordering, inventory, and deadlines to ensure smooth and timely departmental operations.

Applicants should send a cover letter and resumé to Jill Maza, Assistant Head of Upper School (jmaza@mka.org). The position will remain open until it is filled.

The salary range for this position is \$55,000-\$100,000. Final compensation will be determined based on teaching experience.

MKA offers a comprehensive benefits package to full-time employees, including, but not limited to, medical and dental coverage; retirement plans with employer matching; life and disability insurance; and access to wellness and professional development resources.

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