

Director of Curriculum, Instruction & Assessment

Responsibilities:

Oversee the implementation of two major initiatives, a school-wide Multi-Tier System of Supports (MTSS) and the continuation of Project-Based Learning in the middle school and introduction in high school and elementary.

1. Provide leadership support, especially in the absence of the School Director.
2. Provide leadership in the ongoing development, improvement, and evaluation in developing academic policies and practices of curriculum, aligned with common core standards and school wide guiding documents;
3. Responsible for coaching teachers on instructional delivery and methods;
4. Assist Director in staff development and programming;
5. Assist in administering and scheduling of standardized assessments; Assist Director in the development of school-created assessments;
6. Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's academic policies and practices;
7. Assist in making formal reports to the Governing Board and charter entities on student academic performance;
8. Assist Director in faculty performance evaluations.

Qualifications:

BA/BS degree or graduate degree;

Administrative certification welcomed but not mandatory;

Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity (examples include, but are not limited to involvement with community youth organizations, supervisory roles in the Boy Scouts or Girl Scouts, and mentorships); Demonstrated organizational skills; Demonstrated ability in data interpretation and presentation;

Familiarity with NWEA and its use as a classroom instructional tool;

Expertise in Common Core implementation;

Exhibited leadership in working with professional staff, students, and the community;

Knowledgeable and have experience in administering performance evaluations per BU 05;

Agreement with the academic goals and philosophy of the charter school;

Commitment to accountability, including a rigorous student testing regime;

Demonstrated success in encouraging parental involvement;

Demonstrated supervisory experience and expertise.

To be considered for this position, please submit a cover letter and resume to tracy.jardine@lcpcs.org

Salary: TBD

Term: 12 Month