Homer A. Plessy Community School: Director of Curriculum and Instruction

**Position Summary**

The Director of Curriculum and Instruction oversees the creation and implementation of the school curriculum, leads training and development for instructional staff, manages the creation and analysis of assessment systems, and provides regular, structured coaching and feedback.

**Position Responsibilities**

**Coaches and manages direct reports**

- Collaborates with administrative team to create a growth-oriented coaching and evaluation process and rubric for all staff.
- Directly coaches and evaluates:
  - Lower school curriculum coordinator
  - Arts integration specialist
  - Third through sixth grade instructional staff
  - Arts department chair

**Curriculum for Pre-K-6**

- Creates and monitors curriculum choices
- Trains instructional staff
- Conducts administrative team training on curriculum
- Spot checks all curriculum units
- Reviews and provides feedback on all unit plans
- Provides a process for ongoing refinement of curriculum units and ensures process is implemented
- Collaborates with the Director of Student Support to create quality RTI pathways

**Assessment**

- Grading system creation, communication and refinement.
- Test coordinator oversight
- Assessment selection
- Assessment calendar
- Analysis of assessment data

**Education and Experience:**

- Bachelor’s degree required; Master’s degree strongly preferred
Five years teaching experience in open-admissions urban schools
Demonstrated success in improving student achievement in a K-8 setting
Two years experience with curriculum and instruction development
Two years experience with teacher training and development
Excellent communication (written and verbal) and interpersonal skills
Ability to work independently and as part of a team

Desired Qualities and Characteristics:

- Achieve results based on agreed-upon expectations
- Take personal responsibility
- Detail-oriented
- Collaborate effectively with a range of stakeholders

Physical Requirements:

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk and hear.
- Light lifting of equipment may be required (up to 20lbs.)

Director of Curriculum and Instruction reports to Head of School

How to Apply: Please send resume and cover letter to Kristen Collier at kristen@plessyschool.org

Salary is competitive and commensurate with experience. Homer A. Plessy Community School offers a comprehensive benefits package.

Homer A. Plessy Community School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.