Math & Science Curriculum Manager
Start Date: July 2017

About the Position:
The Math Curriculum Manager serves as an instructional and curricular leader for the network, creating and carrying out a vision for a rigorous education program that supports the larger vision of Prospects ’23- that 100% of students will be IB-ready by the end of 10th grade and college-ready upon graduation. The Math Curriculum Manager provides direction for math and science vertical alignment, assessment, intervention, and content-specific pedagogy. The Math Curriculum Manager also provides support and guidance to faculty, academic leaders and principals across the network with issues relating to curricula and content delivery across all subject areas. This position will report directly to the Director of Academics.

Learn more about our vision for mathematics here.

Our Mission
Brooklyn Prospect Charter School is a K-12 college preparatory community where excellent teachers prepare a diverse student body to have a positive impact on society and a lifelong passion for learning.

Our Core Values
Curiosity- Develop sound judgment and intellect by asking questions confidently and thinking critically
Respect- Value others by taking a local and global perspective and appreciating differences
Persistence- Grow and learn by solving problems with determination, creativity and tenacity
Passion- Succeed by approaching challenges with excitement, enthusiasm and self-assurance

Primary Job Functions
Program design & improvement
- Work with the Network Academic Team and additional stakeholders to develop and share a vision for instructional excellence in math and science and actively advocate for the implementation of the vision
- Establish goals and prioritize initiatives, in collaboration with the members of the Network Academic Team and principals, that push forward student achievement in each content area
- Lead a network-wide review of curriculum and standards on a regular basis to ensure alignment and rigor and make necessary revisions
- Lead a process for developing and updating interim assessments, mock assessments, and gateway assessments in collaboration with other stakeholders

Coach school-based math and science leaders to improve their math and science programs
- Diagnose the strengths and areas for growth of programs across the network and work with academic leaders and principals to create action plans for improvement and aligned support
• Give feedback on professional development and/or classroom instruction
• Develop, review, and/or revise assessments and curricular materials
• Analyze the results of network assessments and help academic leaders and teachers use the
data to establish goals and adjust instruction, as appropriate

Facilitating professional development and modeling great teaching
• Design and facilitate professional development
• Develop instructional leaders and teachers through coaching and differentiated support
• Research and distill lessons learned and recommendations to school-based content teams
• Curate the organization of online content resources to ensure school-based teams have
access to the highest quality, most relevant materials to support their work
• Facilitate the sharing of knowledge gained through meetings and observations across the
network of schools
• Teach one section of math or science

**The critical features of this role are described above, but not all encompassing.

Qualifications
• Master’s or degree or higher in a related field, preferably education
• Classroom teaching or other relevant instructional experience
• At least 3 years experience in an urban charter school
• Current and valid New York State Teaching License
• Proven track record of academic success
• Ability to coordinate and collaborate with diverse groups of professionals across multiple
departments and organizations to achieve unified, consistent practices
• Experience coordinating and delivering professional development for a variety of internal
and external stakeholders
• Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals
and manage multiple projects simultaneously.
• Strategic and critical thinker
• Strong project-planning experience
• Exceptional written, oral, and visual communications skills