

Director of Curriculum & Instruction

Job Description

1. Is a full-time member of the Administrative Team.
2. Foster a culture of collaborative and creative leadership with Curriculum Coordinators that will enable them to lead and empower teachers in the continuous improvement of student learning.
3. Design and establish appropriate structures, protocols, procedures, and timelines for the work of Curriculum Coordinators.
4. Communicate and meet regularly with the Principal and/or Administrative Team on issues of curriculum and instruction.
5. Set agendas and facilitate regular meetings with the Curriculum Coordinators to:
 - a) Guide and ensure the integrity of the collaborative process
 - b) Develop and maintain a student-centered vision for curriculum and instruction aligned with the school vision and mission
 - c) Lead academic improvement initiatives
 - d) Collect and use data to identify goals, evaluate curriculum and instructional effectiveness, and promote professional learning
 - e) Provide collective and individual support as well as helpful resources and materials so that each Coordinator is able to carry out his/her role confidently, efficiently, and effectively
6. Set agendas and facilitate regular meetings with Curriculum Coordinators (as a group and individually) to assist in:
 - a) The articulation, implementation, evaluation, and documentation of each department's curriculum
 - b) Analyzing data on departmental trends, areas of strength, and areas for growth and improvement gathered from Walk-Throughs, department and team meetings, common course assessments, and standardized test data
 - c) Conducting a Curriculum Audit and maintaining curriculum documents (Scope & Sequence, UbD, etc.)
 - d) Training Team Leaders and helping teams to operate as professional learning communities focused on continuously taking student learning to the next level of excellence
 - e) Choosing textbooks, interviewing candidates for teaching positions, and any other department work as needed
 - f) The articulation, implementation, evaluation, and documentation of the Marist Evaluation Model
 - g) Analyzing data on instructional trends, areas of strength, and areas for growth and improvement gathered from Classroom Drop-Ins and Formal Observations
 - h) Helping teachers use proven best practices for continuously taking student learning to the next level of excellence
 - i) Identifying and/or providing professional development opportunities for teachers
7. Provide formative and summative feedback to Curriculum Coordinators on their effectiveness in carrying out their role
8. Network with other Directors (Technology, Guidance, Marcellin Program, Admissions, etc.) regarding curricular and instructional issues/needs.
9. Is a visible presence in the school community.

This person will answer to the principal and be on an eleven-month contract.