



## **Job Description**

### **Director of Curriculum and Instruction**

**Status:** Full-Time; Exempt; Non-Faculty

**Reports To (direct):** Co-Principals

**Reports To (indirect):** President

**Supervises:** Student Services and Special Education Coordinator; Data Entry and Testing Coordinator

**Hours:** 40 hours; Scheduled to work year-round

#### **Position Summary**

The Director of Curriculum and Instruction serves as resource for the implementation of a mission-driven, high-quality, individualized education program for all students at UCS. The Director of Curriculum and Instruction will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the school's curriculum and instructional services, assessment, research and evaluation services. Provides training and support for elementary and middle school teachers and supports new teachers through the onboarding process. Upholds the mission and values established UCS.

#### **Essential Duties and Responsibilities**

- Work directly with Co-Principals to implement UCS curriculum throughout the school
- Ensure consistency with implementation of UCS curriculum
- Work directly with Co-Principals to support Faculty new-hires to support them through the onboarding process.
- Work directly with all teachers to identify needed skills/techniques. Work to formulate plans to achieve goals
- Conduct demonstration lessons, hold mini-workshops and professional book clubs, and provide summer training
- Share written materials and organizational techniques.
- Keep up-to-date on educational research and best practices.
- Work closely with the Co-Principals to identify needed resources (i.e. curriculum materials).
- Facilitate team meetings when necessary
- Support teachers who are applying for National Board Certification.
- Provide constructive feedback to UCS leadership team on topics related to school curriculum
- Perform other related duties as required and assigned by the Co-Principals and/or President

#### **Minimum Requirements:**

- Bachelor's degree (Master's preferred) and teaching certificate or credential
- 7+ years teaching and administrative experience
- Strong communication and community-building skills
- Maintain high degree of confidentiality and professionalism
- Outstanding training and presentation abilities
- Deep knowledge of curriculum development and program design
- Record of success in developing teachers
- Experience in performance assessment
- Strong problem analysis and problem resolution at both a strategic and functional level
- Ability to thrive in a fast-paced, urban environment; flexible, able to work autonomously as well as take direction as needed

- Appropriate technical skills required, including use of Microsoft Office programs