



Teaching *Work Teaching Life*



**District/Corporation W.E.B. DuBois Charter Schools Consortium**

**Overview** The W.E.B. DuBois Consortium of Charter Schools is a new organization of charter schools. We are cutting edge education at its best!! The W.E.B. DuBois Consortium of Charter Schools is an exciting and high-potential alternative in the broader spectrum of school reform that provides opportunities for underserved students and communities. Our theme-based curricula give teachers the freedom to try new strategies to inspire student achievement. Our students are immersed in real-world; hands-on learning environments which make education come to life! We are seeking passionate, innovative, and high-quality professionals who are looking to make a difference in the lives of children.

**Working Job Title Curriculum Coordinator**  
**Building/Campus** Du Bois Prep Academy of Arts & Technology

**Work Days and Hours** 10 months  
Monday-Friday  
May be required to work some Saturdays

**\* Job Posting Type** At Large

**Job Type Administrative**

**Description** The Curriculum Coordinator executes the school’s academic vision and has the primary responsibility for ensuring processes and protocols are in place to support the curriculum: this includes but is not limited to development and implementation of the master schedule, pedagogical alignment, and resources. This position is responsible for overseeing the academic program and managing the academic office; working with teachers to develop and implement innovative educational programs; communicating with families; and evaluating the ongoing effectiveness of the curriculum. Achieving academic excellence requires that the Curriculum Coordinator to work effectively with teachers and students in a highly collaborative and result-oriented environment.

**Additional Job Information** Maintains a high degree of confidentiality  
Assists in development, revision, and evaluation of the curriculum  
Plans, evaluates, and implements school-wide curriculum, assessments, and academic programs to support student learning  
Conducts observations and evaluations as prescribed by local and state policies; and develops objective reports for submission to the school principal  
Assists teachers in matching appropriate assessment instruments to curriculum objectives  
Assists in professional development of instructional staff; sets agenda and leads meetings of academic concerns  
Develops data-driven decision practices to improve curriculum, assessments, educational resources, and instructional support practices  
Works with staff to resolve individual student academic issues  
Collaborates with staff to develop master schedule for classes  
Facilitates student placement in appropriate remedial classes or alternative education programs  
Performs any other duties within the scope of employment and certification, as assigned by the Principal and not otherwise prohibited by law or in conflict with contract to ensure the efficient and effective operation of the school

**Minimum Qualifications**

- Master's degree in Curriculum & Instructions, Administration & Supervision, or related field
- Minimum 5 years classroom teaching experience in a core academic area
- Minimum 2 years administrative or related leadership experience
- Valid state's license with an endorsement in Administration or Leadership

---

**Knowledge, Skills, and Abilities**

Familiar with regulations and guidelines of Common Core standards

Possesses leadership skills in curriculum development and in the planning, implementation, and ongoing administration/supervision of a high quality, technology-enriched instructional program

Experienced in curriculum development across grade levels (K-5); (6-8); or (9-12)

Experienced in and in-depth knowledge of instructional and assessment design and implementation

In-depth knowledge in assessment and evaluation of students

Demonstrates strong organizational and leadership skills; possesses strong technical and analytical skills

Knowledgeable in analyzing data from formative assessments

Ability to apply principles of logical thinking to define problems, analyze data, and draw valid conclusion

Knowledgeable and understanding of current trends and practices related to effective school concepts and practices

---

**Open Date** 7/24/17

---

**Closing Date** Until Filled

---