



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 curricular 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 Various

Work Days and 11 months

Hours Monday-Friday

May be required to work some Saturdays

*** Job Posting Type** At Large

Job Type **Curriculum Coordinator**

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
 - Fosters positive relationships with students, parents/guardians, and community stakeholders
 - Assists in development, revision, and evaluation of the curriculum
 - Plans, evaluates, and implements school-wide curricula, assessments, and academic programs to support student learning
 - Analyzes and utilizes summative, formative, and common assessment data for the improvement of curriculum for instruction and student achievement
 - 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
 - Assists Principal with establishing and supervising procedures for evaluation, selection, and distribution of textbooks, instructional materials, supplies, and equipment
 - Participates in professional development activities to enhance job knowledge, skills, and abilities
 - 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**
- Requires 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 Tennessee license with an endorsement appropriate to the curriculum level or eligible for reciprocity

**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 (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
- 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

Grades Middle/Jr. High 6-8: High 9-12

Open Date 6/6/2017

Closing Date 6/16/2017
