



Lillian Turner, Principal

*Building Character.....
.....Achieving Excellence*

Director of Curriculum and Instruction

Job Description:

The Director of Curriculum and Instruction will assist the School Principal with every facet of the school's operation that directly impacts scholars' learning. This will include monitoring of classroom instruction, management of all internal and external assessments and data, and curriculum development for all subject areas. The Director of Curriculum and Instruction at the direction of the School Principal will be responsible for direct oversight of the instructional staff. The Director of Curriculum and Instruction will report directly to the School Principal.

Responsibilities:

The Director of Curriculum and Instruction will communicate regularly with the School Principal concerning curriculum implementation and development, staff development and evaluation, and student achievement.

Curriculum

- Serve as instructional leader through oversight of curriculum development, implementation, and evaluation.
- Ensure curriculum alignment with standards for the state of New York.
- Seek and share curriculum practices from other resources and professional journals.

Instruction

- Provide guidance in classroom and instructional planning.
- Evaluate, demonstrate, and implement existing or new instructional procedures and practices.
- Work collaboratively with the Pupil Services Team in the IST process and RtI implementation.
- Collaborate with the Literacy and Math Coaches on classroom instruction and interventions.
- Plan and implement Teacher and Educational Assistant evaluations as well as support systems including mentoring, professional development resources, goal-setting, and classroom observations.
- Assist School Principal in hiring process for all instructional staff.
- Assist in planning and implementation of summer staff orientation.

Assessment

- Implement effective internal assessment systems to monitor academic progress of scholars throughout the year.
- Coordinate external assessment programs.
- Develop the annual assessment calendar.
- Implement and oversee systems for data analysis of all internal and external assessments.
- Oversee the management of all scholar academic records.
- Collaborate with the School Principal and classroom teachers concerning scholar achievement and assessments.
- Oversee and attend meetings that may occur during the school year between parents and teachers concerning scholars' academic achievement.

Leadership

- Articulate and model the school's mission and values to scholars, families, staff, and the community.
- Collaborate with the Assistant Principal and the Parent Coordinator concerning scholar discipline and initiatives.
- Coordinate with the Assistant Principal on Parent/Teacher conferences twice a year.
- Oversee evening transportation on a rotating basis with other School Administrators.

Characteristics and Qualifications:

- Commitment to Henry Johnson Charter School and its values, and an understanding of the HJCS mission with an unwavering determination to fulfill it.
- A high level of personal integrity and professionalism.
- A commitment to high academic achievement for all scholars.
- Strong verbal and written communication skills. Ability to communicate with staff, scholars, and parents.
- A willingness to motivate and lead instructional staff in order to yield the highest academic performance possible from all scholars.
- Ability to give/receive constructive feedback to facilitate growth and achievement of scholars and faculty.
- Commitment to working with a team of Administrators in a highly structured environment so that academic success can be achieved.
- Ability to work independently and efficiently by utilizing time management skills so that all the needs of scholars and teachers are met.
- At least three (3) years of teaching experience, urban environment preferred.
- Willingness to perform any other duties and responsibilities assigned to accomplish the mission of HJCS.

June 2, 2010