### Date Posted
11/17/2014

### Employer Information
Our Prep Schools are defined by the highly structured school culture found in many of our nation’s top-performing urban schools. Our 5-8 schools feature a mentorship program, annual trip to Washington DC, and a unique entrepreneurship curriculum.

### Position Description

**Position Title:** Director of Curriculum and Instruction, E Prep School

**Essential Job Functions:**
The essential functions of this role include the following. Other duties may be assigned.

**Curriculum Development**
- **Manage development of curriculum and internal assessments**
  - Instruct teachers on curriculum development protocols (i.e. Unit Sequence Calendar).
  - Establish clear weekly deadlines for curriculum materials (i.e. objectives, lesson plans, class materials, assignments, and assessments including exit tickets).
  - Conduct frequent curriculum review conferences with each teacher.
  - Visit classrooms on a regular basis to ensure that lesson activities are aligned to objectives-driven curriculum plans.
  - Meet with other Directors of Curriculum & Instruction to ensure curriculum alignment across all grades.

**Instruction**
- **Assure high quality, standards-driven instruction**
  - Conducts brief (10-15 minutes) observations of teachers in their classes bi-weekly.
  - Delivers real-time feedback for all short observations within a timely manner.
  - Conduct two classroom teaching evaluations for each teacher annually including a pre and post meeting.
  - Ensure that all curricular changes are grounded in student achievement data.

**Teacher Development**
- **Support professional development of teachers.**
  - Provide teachers with mechanisms to read, interpret and act upon student achievement data.
- Teach demonstration lessons or arranges cross-curricular classroom observations.
- Meet with Head of School on a regular basis to ensure that teachers' professional weaknesses are being addressed with appropriate professional development.
- Meet with Head of School and/or Operations Manager on a regular basis to ensure that teachers are equipped with all materials necessary to deliver a college preparatory education.
- Assist Head of School with short- and long-term staffing work.

**Assessment and Student Progress**

Effectively manage student achievement data.

- Ensure that all teacher grade books are accurately updated.
- Ensure that parents receive a comprehensive academic progress report throughout the year.
- Work with teachers and other staff to ensure students identified as in need of academic remediation are assigned to an appropriate intervention.
- Work with teachers to notify families of students identified as in need of academic remediation about mandatory interventions.
- Meet with Special Education team on a regular basis to assess progress of students with IEPs.

**Preferred Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty accurately. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Evidence of strong student achievement in previous teaching experiences
- Excellent communication skills, especially with students and parents
- Extremely high standards for student achievement
- Relentlessness - doing whatever it takes to ensure success
- Team player
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude
- Unquestioned integrity and commitment to the mission and values of E Prep Schools

**Education and/or Experience:**

- Bachelor's degree from competitive university required, Master's Degree preferred.
- Valid comprehensive teaching certificate/license required.
- Minimum 3-5 years teaching experience required; urban setting strongly preferred.
- Curriculum Coach/Leader, administrative or leadership experience in a school setting preferred.

**Contact Information**

Qualified applicants may submit their application online at [http://www.applitrack.com/breakthrough/onlineapp/](http://www.applitrack.com/breakthrough/onlineapp/)

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