### Job Description

**Job title:** Director of Curriculum & Instruction  
**Work Location:** Center for Creative Education - The Foundations School  
425 24th Street, West Palm Beach, FL 33407  
**Division/Department:** The Foundations School  
**Reports to:** Director of Schools  
Dr. Kevin Kovacs  
KevinK@CCEflorida.org  
**Full-time, exempt $60,000/12-month position**

#### Essential Duties and Responsibilities:

- Under the supervision of the Director of Schools, the Director of Curriculum and Instruction will oversee and coordinate all aspects of the development, implementation, assessment, and improvement of program curricula and the ongoing training of teaching staff, assistant teachers, and teaching artists at the Center for Creative Education.
- The Director of Curriculum and Instruction is responsible for ensuring academic achievement, reading proficiency, creative practice, high-quality arts integration, and programmatic impact for all students.
- Serve as a member of school administration, actively contributing to the productivity and effectiveness of the Education Services Team.
- This position requires expert knowledge of how to personally conduct reading assessments across all grade levels, specifically using the Developmental Reading Assessment (DRA).
- This position will require clear and frequent communication with the Chief Operating Officer, Director of Schools, Director of Arts Integration, Teachers, Assistant Teachers, Director of Technology, and Teaching Artists.

#### Mentoring Personnel

- Build and maintain a professional relationship with the Classroom Teachers, Assistant Teachers, and Teaching Artists and support their work and growth.
- Build and maintain a professional relationship between CCE and significant funders as well as consumers of CCE’s educational services.
- Coordinate with any external evaluators to facilitate deliverables, outputs, data collection, and programmatic success.
- Support all CCE staff in their roles and contributions to the organization through regular communication to provide information regarding programming, curriculum, and assessment data.
- Lead by inspiring and motivating others to perform well and improve where possible.

#### Curriculum

- Plan for and oversee implementation of all aspects of Foundations School curriculum (ELA, Math, science, social studies, SEL, arts integration).
- Decide which curricular materials best match mission, vision, and standards based on research and best practices and update as needed.
- Maintain online curriculum resources and share with teaching staff and educational team members as needed.
- Order curriculum supplies and materials and ensure the supply closet remains stocked and organized within budget.
- Create systems to track inventory, storage, and organization of curriculum materials, in classrooms, in the guided reading library, and elsewhere.
- Maintain pacing calendars and curriculum maps, by grade level and vertical mapping.
- Train teaching staff re: curriculum and resources and provide additional instructional materials as needed.
- Attend training opportunities to build professional knowledge.

**Instruction**

- Review weekly and unit lesson planning and observe and evaluate implementation of curriculum.
- Assist teachers and Teaching Artists in planning and unit design, and supervise and assist in collaborative planning between teaching staff members (classroom teachers, teaching artists, and assistant teachers) as needed.
- Observe student behavior and classroom management systems and support teaching staff to improve.
- Regularly review instruction based on goals to ensure students are getting what they need and model aspects of best practice teaching when needed.
- Plan for and implement interventions, including arranging for afterschool supports (staff, plans, student info, necessary materials), and evaluate effectiveness of supports.
- Plan with the tech team and teaching staff to optimize tech integration.
- Assist teachers in planning for parent teacher conferences (scheduling, info to share, record-keeping).
- Create and maintain shared google drive with resources for teaching staff (and shared with appropriate admin and other relevant staff members).

**Assessment**

- Plan for, oversee, and/or implement assessments, including conducting reading assessments (benchmarks and progress monitors) for all students and annual standardized testing for relevant grade levels, and prep assessment materials. Conduct necessary assessment trainings as needed.
- Create assessment schedules/calendars (with input from the education team).
- Maintain records of student assessment data and share data with teaching staff, educational team, and relevant CCE administrative staff.
- Facilitate using data for planning instruction through team meetings and professional development.
- Create and maintain updated assessment folders for all students.

**Programming**

- Oversee aspects of curriculum and instruction for other CCE programs and attend all CCE programmatic meetings.
- Maintain communication with SDPBC re: PD opportunities and “field trip” offerings; write possible field trips and descriptions of PD offerings for educators outside CCE/TFS.
- Connect with outside organizations for possible partnerships and resources for students and families.
- Oversee and plan for student teachers and volunteers, provide documentation to colleges for volunteer hours.
- Communicate with prospective parents, lead tours, attend open houses, evening events, etc.
- Contribute to CCE/TFS publications and website upkeep.
- Plan for summer program, spring break camps, in-house after school programs.

### Administration
- With administrative/education team, plan for and implement PD for all education staff (year-long plan, and weekly/bi-weekly sessions)
- Learn and understand SIS and update standards-based report card templates, and review report cards and progress reports before they are sent home.
- Participate in advertising for and hiring educational staff.
- Assist in finding coverage for education staff (as needed).
- Create and maintain annual school calendar(s) with input from the administrative team.
- Work with grant-writing and other development committees to set programming goals and to generate reports to communicate success of goals and track accountability.
- Plan/prep for and attend weekly administrative education team meetings to update CEO, COO, and other CCE admin staff.
- Assist administrative/education team and COO with educational budget.
- Fill in for other administrative/education team members as needed (principal, teachers, afterschool staff, etc.)
- Participate in recruitment of new students (as needed).

### Education and/or Work Experience Requirements:
- Master’s Degree in Education, Curriculum and Instruction, with a concentration in Reading Education (preferred).
- Minimum of 5 years teaching experience in K-8.
- Management experience demonstrating successful programmatic and staff leadership, including extensive experience providing professional development and mentoring teachers.
- A comprehensive understanding of Florida State Standards, data-driven academic implementation, professional development strategies, curriculum development, and outcome measurement.

### Physical Requirements:
- Ability to perform essential job functions consistent safely and successfully with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.

### How to apply:
Please email your resume and a cover letter stating why you are the best candidate for this position to: KevinK@CCEFllorida.org