

JOB DESCRIPTION – CURRICULUM AND ASSESSMENT COORDINATOR

Department:	Head of School
Reports to:	Head of School / Principal
Supervised by:	Head of School
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

GOALS -MAIN DUTIES AND RESPONSIBILITES

Goal

Works with the leadership team, teachers, and administrative staff to implement best practices, maximize effectiveness of curriculum and instruction, and recommend staff development. Provides leadership and coordination to ensure an aligned and articulated instructional program in all subject areas. Leads school improvement initiatives and surveys.

Major Duties and Responsibilities

Leadership

- Works in collaboration with the administrators.
- Articulates the school’s mission, vision, and values to staff and inspires staff in implementing them.
- Participates in and leads decision-making processes that create a stronger school
- Leads the accreditation processes in collaboration with the administrators, Core Operations and the Head of School Office, including the preparation of periodic reports, collection of evidence, submission of data, creation and analysis of surveys.
- Provides leadership and guidance to teachers, departments, grade levels and building staff.
- Participates in and contributes to the PYP leadership team and professional development committee

Curriculum and Instruction

- Works in collaboration with administrators, heads of department, curriculum specialists, staff and curriculum committees in the development, implementation, evaluation, and revision of Pre-School through 12th Grade curriculum.
- Coordinates the review, development, and revision of all curricula and related curriculum documents, including curriculum guides, course outlines, scope & sequence documents, and online curriculum mapping (ATLAS).
- Implements and oversees the curriculum review cycle.
- Organizes curriculum committees for systemic review and comprehensive assessment of curriculum and instructional programs.
- Reports the status of curriculum and assessment in the school system to the Head of School and the Curriculum Director.
- Keeps abreast of, and interprets to the staff, the current research in relevant areas of curriculum development, teaching and learning.
- Leads vertical curriculum alignment and articulation.

School Improvement

- Engages the staff in identifying goals and objectives to improve the school.
- Organizes and develops school improvement committees.
- Articulates a compelling need for improvement and provides stakeholders meaningful ways to focus on the school's performance.
- Monitors the school's progress towards the strategic planning goals and objectives.
- Monitors compliance with accreditation standards and facilitates curriculum, instruction, and staff development requirements.
- Communicates school improvement progress and achievement to stakeholders, including but not limited to presentations to staff, academic report card presentation to the Board, Parent Academies, newsletter articles, and core announcement messages.

Resources

- Prepares recommendations on instructional materials, e-resources, and equipment.
- Coordinates and oversees new resource evaluation and selection.
- Monitors use of e-resources, prepares and presents reports to administrators.
- Assists Head of School in approving resources to ensure alignment with curriculum.

Assessment

- With the leadership team, ensures compliance with the assessment policy.
- Supervises the system for monitoring and responding to assessment results for school-wide performance as well as student growth.
- Continuously reviews assessments and searches for the best practices internationally.
- Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- Collects and reports student performance data in useable forms.
- Guides data analysis of student performance.
- With staff, proposes and supports changes in teaching strategies that will help close the gap between current student performance and desired student performance.

Staff Development

- Works with the HR, Head of School and principals to identify and organize training to ensure that staff members understand their responsibilities in accomplishing the school goals and objectives.
- Contributes to the teacher induction activities of new teachers and administrators.
- Develops and organizes professional development programs/in-service days in cooperation with the HR and the professional development committee to support the school goals and staff needs.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to read, analyze, and interpret academic standards and assessment data. Ability to define problems, collect data, and draw conclusions. Ability to communicate effectively, both orally and in writing; possesses excellent interpersonal skills to establish effective working relationships with all staff; confidential, mission driven, and a good role model. Proven leadership, positive problem solving, and organizational abilities.

QUALIFICATIONS AND EXPERIENCE

- Holds a bachelor's degree in administration or a related field.
- Holds a Masters Degree in Administration or a related education field is preferable.
- Minimum five years of experience as a teacher and preferably two years of experience as an administrator in an international school.

* This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____