

**NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION**

Title: Senior Director of Curriculum and Instruction (SDCI)

Reports to: Principal

Position type: 12 month position (Exempt)

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our Mission is to create the best educational environment for students who are seeking a new beginning.

Position Summary

The SDCI is responsible for providing oversight for curriculum and instruction, coaching leadership, designing curriculum and instructional professional development, reviewing all academic assessment data and leading data-driven decision-making.

Key Responsibilities

- Support NBHS by attending community service and outreach activities.
- Monitor adherence to school policies and procedures before, during and after school.
- Provide excellent customer service.
- Attend school related functions and meetings.
- Complete reports (as requested).
- Support school Mission by assisting with home visits.
- Creates and implements a cohesive learning system consistent with NBHS's vision, mission, strategic initiatives, and policies that includes curriculum development and improvement, effective instructional practices.
- Implements learning programs for teachers, support staff, and administrators to assist in raising the level of instructional performance and student achievement and to increase their effectiveness.
- Supervises the selection and adoption of new instructional materials, and methods under the direction of the Principal and CAO.
- Works collaboratively with other school based staff for the integration of curriculum aligned with the NBHS goals.
- Evaluates the effectiveness and use of instructional tools, provides insight on instructional staff, and implements a continuous improvement model to ensure academic goals are met.
- Sets, assesses, and verifies short-term and long-term goals of the curriculum.
- Apply research and data to identify areas of program strengths and weaknesses and recommend instructional revisions based on teacher and student performance.
- Monitor compliance with all rules, laws and Board policies related to curriculum and instruction.
- Research and implement the policies established and/or updated by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
- Train school-based administrators on how to obtain and use evaluative findings (including student achievement data) to analyze school, class, and individuals to determine student needs.
- Recommend resources to assist leadership and instructional staff in attaining academic objectives.
- Design, conduct, and review data chats with administration and school-based personnel to collect and analyze data to plan for instruction and professional development.

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- Assist directors in planning instruction and assessments based on the state standards and benchmarks, using instructional strategies and materials effectively, and using data from formative assessments and district assessments to improve instruction.
- Recommends to the Principal sound policies regarding the instructional program to promote student achievement and learning gains for school improvement.
- Analyzes results of state and/or district testing programs and prepares reports for various audiences to assist school improvement efforts.
- Collect information about student data problems and direct users through diagnostic procedures to determine source of error.
- Work with School Leadership to ensure that materials are in place to support the innovative focus of the campus.
- Ensure that proposed programs are cost effective and funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Serve as second-in-school based leadership of the NBHS system.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university (Master's degree preferred)
- Knowledge of basic software applications (e.g., Microsoft Word, Google Pages)
- Keen acquisition of CVS, google sheets, and databases
- Background check and fingerprinting clearance
- A minimum of 3 years of educational experience in/or instruction, testing, leadership, assessment and accountability
- Valid Florida Educator's Certificate
- Considerable experience of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and presentation/virtual meeting platforms
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

Key Competencies

Able to adapt to changing work priorities and maintain a high-level of confidentiality. Able to exhibit tact and patience in a fast-paced environment. Ability to perform duties accurately and efficiently. Able to work both independently and as a team member with other individuals and organizations. Ability to prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment. Ability to set high expectations for self and others, contributing positively to school culture. Able to maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies. Ability to demonstrate excellent interpersonal skills and work with individuals/groups from diverse socio-economic backgrounds. Able to model critical thinking, conflict-resolution, and problem-solving skills. Desire to serve students in an above and beyond mentality. Periodically checks emails and phone messages after

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hours and on the weekend. Urgent work-related email and phone messages should be answered after 1-2 hours of receipt.

Physical Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. Requires working indoors in environmentally controlled conditions. Requires the ability to lift, carry, move, and/or position objects weighing up to 50 pounds. This position will require travel for multiple campuses, ongoing.

The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee's Name (print) _____

Employee's Signature _____

Date _____

Direct Supervisor's / Principal's Name (print) _____

Direct Supervisor's / Principal's Signature _____

Date _____