



Job Title: Director of Curriculum & Instruction (K-8th)

Start Date: July 25, 2022

Location: 300 Industrial Blvd NE, Minneapolis, MN

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 360 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

Founded as a diverse school committed to both strong academics and social-emotional learning, our curious students learn about themselves and the world around them. All students take Art, Spanish, Arabic, Music and Physical Education. Social-emotional learning lessons are explicitly taught and woven throughout the day and we partner with community organizations to develop each students' unique talents.

About Northeast College Prep:

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch.

Northeast College Prep is a positive school environment for students, staff and families. We intentionally create a positive adult and student culture. We believe in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or public behavior charts) so that students do the right thing even if no one is watching – also known as using the Responsive Classroom approach.

Key Responsibilities include but are not limited to:

Supervision and Evaluation

- Supervise District Assessment Coordinator [DAC], MTSS Coordinator, and ELD Coordinator

Coaching

- Lead coaching and observation activities that differentiate based on teacher needs and employ team coaching strategies when necessary
- Collaborate on walkthroughs and observations with the K-8 principal to ensure that the yearly focus and NECP Effective Teaching Standards are being implemented with fidelity

Teacher Training and Onboarding

- Lead teacher and general education paraprofessional training and onboarding efforts during pre-season and when teachers and paraprofessionals join mid-year

PLCs and Data Meetings

- Collaborate on PLC focus areas and design with leadership team
- Lead academic data presentation and analysis at quarterly data meetings and attend Board Academic Committee meetings

Scheduling

- Lead the design of the master schedule, in collaboration with the leadership team, to reflect academic and intervention priorities

Enrollment

- Lead new student welcome meetings with families of new students
- Identify students for summer school and summer intervention

MTSS

- Schedule academic intervention services in coordination with tutors and volunteers
- Ensure the fidelity of implementation of academic interventions
- Supervise and work closely with the MTSS & DAC (District Assessment Coordinator) to ensure the MTSS systems are working effectively

Social and Emotional Learning (SEL)

- Support and reinforce SEL-based school culture, classroom culture, and student behavior response initiatives led by the K-8 principal

Strategy

- Lead data-driven curriculum strategic planning & ongoing review processes
- Develop [classroom environment checklists](#) and oversight of checklist implementation

Curriculum Implementation

- Oversee curriculum implementation to ensure fidelity and consistency across classrooms and grade levels
- Set expectations and oversee annual curriculum pacing guides
- Set summer school curriculum and assessment expectations

Assessment and Data Collection

- Lead the academic data collection and analysis processes school-wide
- Train and support teachers on collecting and responding to data
- Report on progress towards academic goals to key constituents

Professional Development (PD)

- Establish yearly instructional focus with Executive Director (ED) and Leadership Team
- Coordinate PD schedule with ED and Leadership Team
- Lead curriculum and instruction-focused PD
- Coordinate third party curriculum PD
- Attend third party PD for our curriculum and bring relevant information back to staff

Classroom Spaces

- Support teachers in designing classrooms that reflect and support curricular and instructional strategies

Technology

- Develop and implement a technology plan that gives teachers the software packages and hardware platforms they need to meet curricular goals within budget parameters

Special Education

- Collaborate with SPED coordinator and SPED teachers to help them modify and adapt general education curriculum and instructional practices to meet IEP goals for students

Budget & Purchasing

- Develop annual budget with the Executive Director and Leadership Team that reflects the school's academic priorities
- Oversee the budget items related to Curriculum and Instruction

Grading and Report Cards

- Set annual expectations for grading standards and reporting criteria

Families

- Lead communication with families about curricular and instructional priorities
- Gather and respond to feedback from families about material changes in curriculum and/or instruction

Hiring

- Participate in the hiring process led by Executive Director and Director of Operations especially for classroom teachers and general education paraprofessionals

Covid Planning

- Co-lead planning and implementation for distance learning when mandated by the state with an emphasis on academic and intervention programming

Required Qualifications:

- Ability to speak to and cite past actions that demonstrate deep belief in the mission, vision, and each core conviction of Northeast College Prep
- Ability to lead, motivate, and work effectively with diverse student and staff populations
- Excellent verbal and written communication skills and proficiency with a variety of technologies
- Be respectful of and interested in learning about our school community in all of its diversity.
- Strong organization skills and follow through
- Experience coaching teachers, supporting lead teachers, and offering high quality professional development to teachers and paraprofessionals
- Track record of success as a teacher in urban school settings
- This is an on campus position (on campus full-time every day), in partnership with all office staff, regardless of the number of students in the building or the school model.

Preferred Qualifications:

- Demonstrated record of success as a leader in an urban school
- Fluency (ideally) or proficiency in Spanish, Arabic, Somali or Oromo
- Valid MN teaching license
- Principal Licensure, graduate-level coursework, or enrollment in school

leadership/administration

Compensation: A competitive salary and full benefits will be offered.

Application Process: To apply, please fill out our online application located at www.bit.ly/NECPApplication. If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to Erika Sass at hiring@northeastcollegeprep.org.