



American School Foundation of Monterrey

Job Description

The American School Foundation of Monterrey (ASFM) fosters open minds, caring hearts, and global leadership within the entire school community. ASFM serves a diverse population and prepares all students through an innovative, inclusive and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

Name of Position:	Director of Curriculum and Professional Learning
Reports to:	Assistant Superintendent of Innovation and Learning
Department / Section:	Innovation and Learning

Overview:	The Director of Curriculum and Professional Learning is responsible for the design, implementation, and monitoring of a guaranteed and viable curriculum for grades nursery through 12. The Director of CPL will ensure that the ASFM curriculum embodies research-based best practices and is aligned with the mission, vision, and learning principles of the school. The CPL is responsible for the development and implementation of the ASFM professional learning program across the school. The Director of CPL will serve as a member of the Academic Leadership Team and the extended School-wide Leadership Team.
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Impact:	<ul style="list-style-type: none">● Maintenance of a vertically articulated, guaranteed and viable curriculum that prioritizes mastery of essential standards.● All stakeholders (teachers, students, and parents) understand the ASFM learning outcomes and success criteria.● Implementation of a consistent data informed, collaborative planning process that meets the needs of learners.● Adoption and implementation of research based curricular resources that align with the adopted standards and learning principles.● Development and implementation of an evidence informed professional learning program to improve student learning results.
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Responsibilities:	Direct Responsibilities: <ul style="list-style-type: none">● Lead, model, and communicate the ASFM mission, vision, and learning principles.● Lead the development and maintenance of standards-based, student-relevant, inquiry-focused, and institutionally aligned written curriculum that clearly outline student learning outcomes and proficiency expectations.● Lead the development and implementation of a system of planning that produces clearly articulated units of instruction that facilitate inquiry for the personalization of learning.● Facilitate the review of learning evidence to revise and align the written curriculum.● Ensure that the curriculum is well documented, easily accessible, and well communicated to internal stakeholders.● Lead and maintain the communication of the curriculum to external stakeholders.
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	<ul style="list-style-type: none"> ● Collaborate with the internal department that coordinates compliance with the Secretaria Educacion Publica (SEP). ● Develop an annual professional learning program that aligns with school priorities and maximizes impact on learning. ● Coordinate the day-to-day operations of the professional learning program. ● Organizing and supporting the school accreditation process. <p>Supporting Responsibilities:</p> <ul style="list-style-type: none"> ● Support the implementation of the taught and assessed curriculum through collaboration with other members of the Innovation and Learning Office. ● Support the implementation of standards-based assessment and reporting. ● Support the development of a PLC at Work culture through a focus on learning, collaboration, and evidence. ● Support the development and implementation of the school strategic plan. ● Support the development and attainment of annual objectives and key results.
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<p>Collaboration:</p>	<ul style="list-style-type: none"> ● Collaborate with the Innovation and Learning team to ensure alignment of language, process, and products. ● Collaborate with the academic leadership team, including divisional administrators, to ensure the alignment of actions to improve learning, clarity of roles and decisions, and coordination of support and accountability. ● Collaborate with teachers to support ongoing improvement of student achievement. ● Collaborate with Elementary Section Subject Leaders and MSHS Department Heads to ensure the effective implementation of the curriculum.
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<p>Qualifications</p>	<p>Minimum Professional Qualifications:</p> <ul style="list-style-type: none"> ● Bachelor’s Degree; current teacher certification ● Advanced degree in Education; preferably in Curriculum and Instruction; or Leadership ● Five years of teaching experience (international experience preferred) ● Proficient English language skills both written and oral ● Clear understanding of U.S. based standards and curriculum, the Common Core State Standards, Next Generation Science Standards, SHAPE America, National Core Arts Standards, Spanish Language Standards <p>Preferred Professional Qualifications:</p> <ul style="list-style-type: none"> ● 10+ years of teaching experience within multiple age groups ● Prior system leadership experience within a school setting ● Demonstrated experience leading curriculum development in a standards-based environment ● Demonstrated experience with Understanding by Design, Concept-Based Curriculum, and Instruction, or similar approaches to curriculum development ● Demonstrated experience with the development of curriculum for inquiry-based instruction ● Demonstrated experience with group facilitation and development including leading professional learning experiences ● Demonstrated experience with the successful implementation of school-wide initiatives.
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Personal Qualities:

- Learner-centered and learner-focused to impact learning in the classroom
- Well-developed people skills that support a culture of trust and collaboration
- Strong core educational philosophy with an openness to grow and develop
- Strong organizational skills to balance competing urgent priorities
- Thrives in a dynamic environment by embracing ambiguity, agility, and responsiveness
- Skilled public speaker and presenter; ability to inspire groups through effective communication
- A positive mindset that permeates and promotes a culture of possibility
- Rugged determination to accomplish challenging endeavors
- Grounded in tradition and inspired by innovation to produce transformative results

SALARY AND BENEFITS

The salary will be competitive and commensurate with the qualifications and experience of the successful candidate.

Reports to: Assistant Superintendent for Innovation and Learning

Job Description: Director of Curriculum and Professional Learning

How to Apply:

Candidates are asked to submit a letter of interest and the requested materials listed below as early as possible as ASFM reserves the option to select candidates to interview in advance of the closing dates noted on this advertisement. ASFM also reserves the right to close the search and make selection decisions prior to the announced dates above.

The review of files will begin as soon as applications are received. Outstanding candidates will be immediately advanced for review.

Candidates should send the information listed below as a single pdf file attached to an email:

- A letter of application, explaining your strengths as a candidate and why you are interested in being the Director of Curriculum and Professional Learning at ASFM.
- A statement describing your educational and leadership philosophy, not to exceed two pages.
- A current résumé not to exceed two pages.
- A one-page list of references of immediate supervisors with current addresses, phone numbers, and email addresses.

Applications should be sent to: jobs@asfm.edu.mx.