



American
Cooperative School
of Tunis
OPENING DOORS,
HEARTS AND MINDS

The American Cooperative School of Tunis will inspire a passion for learning, while endowing students with the expertise and confidence necessary to pursue dreams in and for a global society.

TITLE: CURRICULUM, INSTRUCTION AND ASSESSMENT COORDINATOR

REPORTS TO: SCHOOL DIRECTOR

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Masters Degree in Educational Administration, Curriculum, Education or a related field.
- Over five (5) years experience gained in a leadership position in education; such as Department Head, Grade Level Lead, Instructional Coach or something similar.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Principal experience preferred.
- Over ten (10) years experience gained in a leadership position related to curriculum, professional development and educational administration.

POSITION DEFINITION

The primary responsibility of the Curriculum, Instruction and Assessment (CIA) Coordinator is to provide instructional leadership across subject areas. Position objectives include studying, evaluating, and implementing research-based curriculum, assessment and instruction policies and procedures. The CIA Coordinator is responsible for providing leadership in the development, articulation, and implementation of an instructional program; improving the instructional program by assisting with program evaluation; and assisting in the coordination of relevant staff development.

JOB GOALS:

- Lead and coordinate the school's student and faculty learning.
- Facilitate, coordinate and lead accreditation activities.
- Manage ACST curriculum and assessment resources.
- Facilitate, coordinate and research professional development opportunities for all employees within the organization.
- Study, evaluate, recommend and implement research-based curriculum, assessment and instruction policies and procedures.
- Provide leadership in the development, articulation and implementation of a PreK-12 vertical instructional program.
- Analyze data to guide improvement projections that increase student and faculty growth and achievement.
- Communicate and collaborate with school leadership, instructional staff and parents to gather, analyze, interpret and share information about student learning and our curriculum.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP OF CURRICULUM, INSTRUCTION AND ASSESSMENT

- Model the school mission and core values and abide by all school policies and procedures when interacting with the school community.
- Provide leadership to ensure alignment between school instructional materials and curricular standards.
- Serve as a resource person in curriculum, assessment, and instruction across all subject areas by staying current with educational practices and literature.
- Study and evaluate new instructional techniques for possible use by instructional staff. Coordinate selection and management of instructional materials, teaching aids, equipment, and appropriate methods.
- With alignment of policy and in collaboration with school instructional staff, review, pilot, implement, and evaluate new curriculum and instructional materials.
- Based on student learning data, study and evaluate new instructional techniques and materials for administrator and faculty consideration.
- Communicate with external assessment organizations to coordinate our test-taking.
- Maintain subscriptions and renewals of assessment, curriculum, and testing resources.
- Oversee budgeting and purchasing associated with curricular materials.
- Assist instructional staff with the implementation of curriculum and instructional materials.
- Partner with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc).
- Maintain accessible records of schoolwide curriculum - course and grade-level unit plans (standards, assessments, skills, content, learning plans).
- In coordination with school administration and instructional staff, develop, evaluate, and revise the school's assessment policy.
- Prepare regular reports and the annual report as required by the School Director.
- Work with principals and teams to develop and implement curricular improvements.
- Assist with coordination of instructional support with the use of instructional coaches for new teachers.
- Maintain accurate records of student assessment data
- Coordinate with school leadership to present data visualizations in a way that focuses our teaching and learning improvement projects
- Analyze student learning data to present actionable insights into past, current, and future improvement projects

PROFESSIONAL DEVELOPMENT AND GROWTH

- Provide input and manage the Professional Development budget.
- Arrange and direct ongoing professional development activities for the instructional staff that coincide with school goals and/or relate to the implementation of the instructional program.
- Lead and coordinate professional development for staff, which supports the strategic plan and school-wide goals.
- Monitor and evaluate effectiveness of professional development.
- Ensure ACST has a system for professional growth for all employees within the organization.
- Coordinate the PGP process for instructional staff.

MANAGEMENT AND MONITORING OF ACCREDITATION, ASSESSMENT AND SPECIAL PROJECTS

- Reinforce the ACST mission, strategic plan and accreditation recommendations to school staff and ensure their implementation.
- Lead and coordinate the accreditation process, including teams to gather and evaluate the school's progress.
- Ensure accreditation efforts are infused throughout the school's normal operation.
- Maintain regular communication and registration with accrediting organizations.
- Lead the evaluation of academic programs, grading and assessment, and their effect on student achievement.
- Facilitate teacher groups in the development, implementation and analysis of common assessments where appropriate.
- Coordinate and implement the creation of the assessment calendar with the building principals and respective school instructional teams.
- Ensure that the assessment policy is up-to-date, implemented and enforced school-wide.
- Review assessments and ensure consistent formatting, differentiation, and that assessment links questions to standards.
- Coordinate projects with principals, program support staff, and other staff members regarding practice, teaching, learning and accreditation recommendations.

ADDITIONAL RESPONSIBILITIES

- Set measurable annual professional goals in line with the department targets.
- Assist school administrators and instructional teams in diagnosing school-wide or interdivisional problems and develop action plans for success.
- Stay current in the particular field through professional readings, seminars, and workshops.
- Attend scheduled faculty/teacher leader/team meetings.
- Demonstrate commitment to personal continuous professional growth and development to keep current in technological advancement, educational best practices and school wide initiatives.
- Plan and attend professional meetings, including parent meetings, conferences or coffees.

In order to fulfill these responsibilities, the CIA Coordinator is prepared to perform additional duties required as might be appropriate and assigned by the School Director consistent with the purposes and responsibilities contained in this job description.

Hours: 7:30 AM - 4:30 PM; with occasional evenings when required

Days: Monday to Friday; with occasional weekends when required

Evaluation Criteria

Criterion 1: Leadership of Curriculum, Instruction and Assessment	Criterion 3: Professional Development and Growth
Criterion 2: Management and Monitoring of Accreditation, Assessment and Special Projects	Criterion 4: Completion of Annual Goals

[Curriculum, Instruction and Assessment Coordinator Evaluation Instrument](#)