American Cooperative School of Tunis
SINCE 1959

DIRECTOR CURRICULUM, INSTRUCTION AND ASSESSMENT

The American Cooperative School of Tunis (ACST) is seeking an exceptional, forward-thinking leader to serve as our **Director Curriculum Instruction and Assessment** for the **2027–2030 school years.** In this key leadership role will champion academic excellence, cultivate a safe and nurturing learning environment, and lead a dedicated team of educators in delivering a high-quality international education to our diverse student body.

Child Protection and Safeguarding

ACST is committed to safeguarding and promoting the safety, well-being, dignity, and rights of children and youth. All employees are expected to maintain appropriate professional boundaries, act in the best interests of students, and comply with the school's safeguarding, child protection, training, and reporting requirements. Employment is subject to satisfactory background checks, reference checks, and other child safeguarding requirements.

1- Position Overview

The primary responsibility of the Curriculum, Instruction, and Assessment (CIA) Director is to provide instructional leadership across subject areas and manage the school's student and faculty learning. 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 a PreK–12 vertical instructional program, leading and monitoring accreditation activities, managing curriculum resources, and facilitating targeted professional development for all employees within the organization.

2- Duties and Responsibilities

As a Systemic Leader of Curriculum, Instruction and Assessment, the CIA Coordinator will:

- 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 across subject areas.
- Serve as a resource person by staying current with educational practices, literature, and research-based instructional techniques.

- Coordinate the selection, budgeting, purchasing, and management of instructional materials, teaching aids, equipment, and subscriptions/renewals for assessment and testing resources.
- Review, pilot, implement, and evaluate new curriculum and instructional materials in alignment with policy and in collaboration with instructional staff.
- 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, including course and grade-level unit plans (standards, assessments, skills, content, and learning plans).
- Develop, evaluate, and revise the school's assessment policy in coordination with administration and instructional staff.
- Maintain accurate records of student assessment data and present actionable insights and data visualizations to guide improvement projects that increase student and faculty growth.
- Prepare regular reports and annual progress reports as required by the School Director.
- Assist with the coordination of instructional support and mentor new teachers alongside instructional coaches.

As a Facilitator of Professional Development and Growth, the CIA Director will:

- Provide input, manage, and oversee the Professional Development budget.
- Arrange, direct, and lead ongoing professional development activities for staff that support the strategic plan, school-wide goals, and program implementation.
- Monitor and evaluate the effectiveness of all professional development initiatives.
- Ensure ACST maintains a robust system for professional growth across all employee groups, including coordinating the Professional Growth Plan (PGP) process for instructional staff.

As a Manager of Accreditation, Assessment and Special Projects, the CIA Director will:

- Reinforce the ACST mission, strategic plan, and accreditation recommendations, ensuring accreditation efforts are infused throughout daily operations.
- Lead and coordinate the accreditation process, including establishing teams to gather, evaluate, and report on the school's progress.
- Maintain regular communication and registration with accrediting organizations (e.g., MSA and IBO).
- Lead the evaluation of academic programs, grading, and assessments, facilitating teacher groups in the development and analysis of common assessments.
- Coordinate and implement the annual assessment calendar in conjunction with building principals and instructional teams.
- Ensure the assessment policy is up-to-date, enforced school-wide, and aligned with standard formatting, differentiation, and standards-linked criteria.
- Collaborate with principals, program support staff, and school leadership to diagnose school-wide or interdivisional challenges and construct actionable solutions.

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As a Reflective Practitioner and Lifelong Learner, the CIA Director will:

- Set measurable annual professional goals aligned with department targets.
- Stay current in educational practices through professional readings, seminars, and workshops.
- Attend scheduled faculty, administrative, and team meetings.
- Demonstrate a commitment to personal continuous professional growth, technological advancement, and school-wide initiatives.
- Plan and participate in community engagement events, including parent meetings, conferences, or coffees.

3- Interactions

3-1 Internal

School Director / Superintendent / Principals /Instructional Coaches & Department Heads / Teachers & Instructional Staff

3-2 External

Parents & School Community / Accrediting Bodies (MSA, IBO) / External Assessment & Curriculum Vendors

4- Reporting lines and decision-making

Reports to	Supervision	Decision making
Superintendent		n/a

5- Qualification and Experience

- Degree: Master's Degree in Educational Administration, Curriculum, Education, or a related field (required).
- Experience: Minimum of five (5) years of experience gained in an educational leadership position (e.g., Department Head, Grade Level Lead, Instructional Coach, or similar) (required).
- Over ten (10) years of experience in leadership roles related to curriculum, professional development, and educational administration (preferred).
- Prior Principal experience (preferred).
- Skills & Competencies: Proven expertise in data-driven instruction, accreditation leadership, curriculum mapping, assessment policy development, and adult professional learning.

6- Evaluation Criteria

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Criterion 01	Criterion 02
Instructional Leadership & Curriculum Alignment	Assessment Policy & Data-Driven Decision Making
Criterion 03	**Criterion 04**
Professional Development & Growth Systems	Accreditation & Special Projects Leadership
Criterion 05	**Criterion 06**
Organizational Communication & Community Engagement	Mission Alignment & Professional Responsibilities

7- Working schedule

Hours: 7:30 am to 4:00 pm; with occasional evenings when required
Days: Monday – Friday, with occasional weekends when required

Revision	Author	Revision	Approval	Date
00			Zak Palsha	

If this role aligns with your background and interests, we would love to hear from you! Apply here: [Link] or send your application via recruitment@acst.net **.**