



Dean of Curriculum & Instruction

Job Summary

Ivy Hill Preparatory Charter School is one that ensures that all teachers and staff are supported and prepared to provide a high-quality education to our students. At Ivy Hill Prep, the Founding **Dean of Curriculum & Instruction (DCI)** is a school leader that is focused on supporting teachers and instructional leaders to deliver the most rigorous and joyful academic experience for students that leads to exceptional academic gains. The DCI will play a central role in the success of Ivy Hill Prep and will work closely with the Head of School to dive into curriculum, assessment, and teacher development.

Key Responsibilities

Data Driven Instruction

- Conduct deep analysis of data in order to lead effective analysis meetings based on daily student work samples
- Conduct deep analysis of data in order to lead effective analysis meetings based on data received from formative and summative assessments
- Build grade level/content area action plans and materials to address data
- Monitor grade-level progress against assessment cycle benchmarks

Feedback and Teacher Development:

- Conduct daily observations, plan/execute feedback meetings that lead to teacher and instructional leader development, and support implementation of action steps
- Provide real-time in the moment feedback to teachers during instruction and contribute to teachers' mid-year reviews
- Provide feedback to teachers within designated coaching load in the form of formal Observation Feedback Meetings
- Conduct Mid-Year and End of Year Evaluations for teachers within designated coaching load
- Plan and deliver high-quality professional development that trains staff members in Ivy Hill Prep's curricular systems and key pedagogical issues
- Plan and execute team meetings for grade-level or content-area staff
- Provide leadership and modeling for teachers in instructional practice, including intervention and differentiation

Curriculum and Assessment:

- Own school-wide curriculum and assessment work based on content expertise such as lesson planning, assessment revisions, collaborative scoring, and/or grade-level analysis
- Serve as the school's assessment coordinator, which includes management of NWEA MAP testing, STEP Literacy assessment, New York State standardized assessments, and internally created formative and summative assessments
- Facilitate assessment cycles including scheduling, quality assurance of assessment materials, and teacher/student preparation

Strategic Planning

- Collaborate with the Head of School and Operations team to create a school schedule that allows all students to take the necessary classes needed
- Actively participate in the hiring of academic teachers in collaboration with the Head of School
- Organize academic focused family events to equip parents with tools to support children at home

Mission Alignment

- Demonstrate a passionate commitment to improve the minds and lives of students in and out of school
- Build professional relationships with teachers that support their development
- Collaborate with the Head of School, Dean of Student Supports, Social Worker, Middle School Placement Coordinator, and other staff to maximize the ability of Ivy Hill Prep to support students' academic and socio-emotional development
- Possess a clear and effective pedagogy that embodies our belief that instruction must be engaging, relevant, and rigorous; ability to clearly communicate this pedagogy with both teachers and external stakeholders
- Maintain a positive attitude and a solution-based approach to challenges in the workplace
- Believe all students deserve an opportunity and are capable of achieving academic success
- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our students succeed.

Required Education

- Bachelor's degree required
- A minimum of 5 years teaching experience required
- A proven track record of dramatically improving student achievement
- Experience in standards-based, backwards planning
- Experience working with under-resourced communities, families, and/or students
- Demonstrated success in building relationships and trust with leaders, teachers, and parents
- Experience in managing and influencing teams and individuals to meet specific and strategic outcomes

Key Competencies & Qualifications

- Extensive data management and reporting skills
- Proven ability to multitask effectively and prioritize strategically
- A whatever-it-takes approach and can-do attitude to support all members of the IHP community, even when tasks may extend beyond the standard scope of one's own responsibilities
- Analytical approach to designing and iterating strategies based on feedback and results

- Excellent verbal and written communication skills
- Communicates well with others and demonstrates strong interpersonal skills with students, parents, colleagues and community members
- Strong growth mindset, with a willingness to take personal responsibility, able to internalize and apply feedback with immediacy, dedication to effectiveness and excellence
- Unwavering high expectations for all students

Salary & Benefits

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, high-speed internet access, and all necessary instructional supplies.

Commitment to Diversity

Ivy Hill Prep is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.

Apply Now!

Please send a resume and cover letter to info@ivyhillprep.org.