

DEAN OF CURRICULUM AND INSTRUCTION For 2019-2020 School Year



Reports to: Director of Academics

Duration: 11 months

Start Date: July 1, 2019

Our School

Altura Prep is a tuition-free, public charter school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by the Public Education Commission in September of 2017 and opened in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades. We have grown a grade level each year, and we will reach full growth with our first 5th grade class in the 2021-22 school year.

Position Summary

The Dean of Curriculum and Instruction is a full-time school leader who works closely with the Director of Academics to ensure that all students achieve at high levels and are prepared to succeed academically and personally when they leave the school. The Dean of Curriculum and Instruction will develop teachers through individualized coaching and facilitating professional development, and will support the Director of Academics with overseeing the implementation of curriculum and assessment. Specifically, the Dean of Curriculum and Instruction will work closely with a set of grade level teams, and support teachers in planning and executing lessons that reach all learners. The Dean of Curriculum and Instruction is a key member of the leadership team, and is expected to model the R.E.A.C.H. values for staff and students alike, and may also execute other responsibilities to ensure that all **Altura Prep** systems and routines are executed in a way that supports student learning. This position reports to the Director of Academics and will receive ongoing feedback and leadership development opportunities as part of his/her daily work. All **Altura Prep** staff members are responsible for building strong and positive relationships with students and families, using data to tailor their instruction, and actively engaging with their colleagues.

Reasons you'll love working at Altura Prep:

- **Focus:** You get to focus on supporting teachers with meeting students' needs more deeply, individualizing both teacher and student learning.
- **Support:** You will receive ongoing collaborative opportunities to work with and learn from other members of the school leadership team, and to provide ongoing support to **Altura Prep** teachers and students.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Ambitious:** You are ambitious on behalf of all students with a strong desire to continue your own professional growth.
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families of your students
- **Strategic:** You are driven by data to make strategic decisions around instructional planning
- **Engaging:** You obsess about how to engage students and provide opportunities for students to grapple with challenging content

Dean of Curriculum and Instruction Responsibilities:

- Work collaboratively as part of a team to lead all students to strong academic and personal outcomes
- Directly coach and manage at least two grade level teams of teachers
- Conduct weekly observations and debrief meetings with each teacher
- Monitor curriculum and alignment in grade level
- Analyze grade level performance at the student, class, and teacher level
- Ensure ongoing alignment between grade level teachers and vertical alignment with the rest of the school
- Support implementation of character development curriculum that focuses on REACH core value instruction
- Collaborate with Director of Academics and Instruction to plan and facilitate weekly teacher professional development
- Participate in individualized leadership development, coaching and feedback to improve practice
- Coordinate teacher training opportunities with teacher development partners
- Participate in school-wide functions including Town Hall and Genius Hour
- Actively contribute to planning and executing family engagement activities (Family Nights, Community Meetings, Family Field Trips)
- Report to Director of Academics and Instruction

Dean of Curriculum and Instruction Qualifications:

Required:

- General Education License in K-8, 5-9, or 7-12 (Level II or III), one of the following endorsements is preferred: language arts, social studies, math, science, reading, TESOL or bilingual.
- OR Administrative License in New Mexico or state with reciprocity (and ability to apply for NM license prior to July of year of hire)
- Minimum of Bachelor's Degree
- Track record of student achievement and coaching success
- Successful completion of background check

Preferred:

- Minimum of 3 years working in education with a history of significant student achievement gains or growth
- Masters' Degree
- Bilingual
- Curriculum development experience

Compensation

- **Altura Prep** offers a competitive salary and comprehensive health benefits.

Start Date

- **Altura Prep** leadership team members will begin training and orientation on July 15, 2019

Apply Now: To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.

Cover Letter Prompt: At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

Commitment to Diversity: Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.