**Director of Curriculum & Assessment**

**School Description:** Rowe Elementary School, operated by Northwestern University Settlement, prepares students to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming.

**Our Mission & Vision:** We best serve our students and their families by instilling in them the college mindset — holistically preparing them to successfully navigate the road to college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

**Position Summary:** The Director of Curriculum and Assessment holds primary responsibility for the planning, developing, delivering, assessing, and providing ongoing improvements to our school curriculum. The DCA is the point person for school leaders focusing on instructional methods, curriculum design, professional development, and assessment accountability while establishing school wide academic and instructional standards and procedures. The DCA is responsible for providing excellent training and support for teachers in their work to provide rigorous, well planned instruction; create clear academic systems and structure; establish consistent expectations for academic excellence and a supportive and nurturing learning environment that fosters student academic and social development.

This individual will work closely with the leadership team, including, but not limited to the Principal, Assistant Principal, Dir. of SPED, EL Coordinator, and Distinguished Teachers to develop and implement the instructional vision for the school and ensure the needs of all scholars are met. Collaboration with the leadership team will include the development of measurable goals to ensure that all scholars are being pushed to achieve their highest potential. The Dir. of Curriculum and Assessment will report directly to the Principal.

**Our ideal candidate will demonstrate our core values...**

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<th>We Put The <strong>WE</strong> In <strong>WE</strong>rk</th>
<th><strong>Reflection in Action</strong></th>
<th>pROWEfessional</th>
<th>Can't Stop Won't Stop</th>
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<td><strong>Team working</strong> is a selfless commitment to collaboration among the Rowe family. Together, we work to seek solutions and we trust that our team's intentions are in the best interest of our scholars.</td>
<td>Our awareness of our strengths, biases, and areas of growth compels us to critically reflect and intentionally respond to continuously improve our practice in service of our Rowe family.</td>
<td>Our professional community is built on thoughtful communication and a solutions-oriented mindset. We strengthen the professionalism of our community by holding ourselves and our Rowe family to high expectations.</td>
<td>Our passion for disrupting generational poverty drives our collective responsibility as a Rowe family. We relentlessly leverage every resource to ensure the success of our scholars.</td>
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**Credentials:**
- Hold a Bachelor's degree from an accredited institution in education, Master's degree preferred
- Hold a current Illinois Educator License
- History of strong results as in instructor
- History of effective coaching of both new and experienced teachers
- Minimum of 3 years teaching experience required, preferably at a high performing school; previous instructional coaching experience preferred
Position-Specific Qualifications:

- Alignment with our core values, mission, and vision
- Superior knowledge of essential content, standards, and highly effective teaching strategies
- Experience with writing curriculum and creating assessments
- Strong organizational skills with a high attention to detail and follow through
- Excellent written and verbal communication skills and communicates in an inspiring way
- Demonstrates initiative and creativity while remaining flexible to changing priorities and conditions
- Relentless in the pursuit of excellence

Key Responsibilities

- Research, design, and/or supplement the academic curriculum for ELA and/ or Math in 3rd – 8th based on successful models and approaches
- Knowledge of balanced literacy and all its components preferred— including guided reading, interactive read aloud, reading and writing workshop, and various curricula for grammar and word study
- Lead instructional staff on the use of data to drive student achievement and hold staff accountable for adjusting instruction for continuous improvement
- Coach and develop teachers to understand and apply appropriate, grade level academic instruction; design and execute unit plans and performance assessments that provide for measurable outcomes and effectively measures progress and mastery
- Generate and manage standardized tests and internal assessment schedules, logistics, and reporting
- Oversee and ensure access to and participation in targeted, high quality internal and external professional development
- Drive systems for collection of teacher lesson plans and delivery of feedback
- Conduct observations and formal performance improvement plans, as necessary
- Develop/lead our assessment, data analysis, and action planning cycle
- Generate summary student performance reports to be reviewed by board and leadership team
- Actively work to improve own practice and acquire and enhance the skills and knowledge necessary for supporting excellent instruction and to increase the overall academic performance of the school
- Perform other related duties as required and assigned

Successful Directors of Curriculum and Assessment will...

- Motivate every employee to take action and engage in the mission and vision
- Have the assertiveness to drive outcomes and the ability to overcome resistance
- Create a culture of clear accountability
- Build relationships that create trust, open dialogue, and full transparency
- Make decisions that are based on productivity

Compensation: We offer a generous compensation package which includes base salary and comprehensive health benefits. All staff members are equipped with the tools needed to succeed, including a dedicated workspace, laptop computer, email, high-speed internet access, and all necessary supplies.