Director of Curriculum, Instruction and Assessment
Position Description & Announcement

ACE Leadership High School

The mission of ACE Leadership High School is to engage young people who love to design and build things with the skills they need to become leaders in the ACE (Architecture, Construction & Engineering) professions. We serve young people to have successful careers by caring for their intellectual, physical, and emotional well-being as students.

We are hiring for one of the three pillar director positions. In our unique model, a pillar director position is similar to what would be an assistant principal at a traditional school. We are looking for an authentic, passionate, dynamic and inspiring leader who will demonstrate commitment to improving education and for students and families through student support, community engagement and project-based learning. We value creative and energetic professionals who have an enthusiastic approach to leadership development, as it applies to both themselves, staff, and students.

Position Description:
The chief responsibilities of the Director of Curriculum, Instruction and Assessment (CIA) are the development, implementation, and assessment practices in a relevant industry-focused project-based learning model. The CIA Director also serves as a schoolwide leader along with the Director of Student Support and the Director of Community Engagement. The CIA Director is primarily responsible for carrying out the mission of the school based on the following duties:

- Provide vision and leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and assessment practices.
- Meet with teacher teams weekly to support and coach them in project design and facilitation and plan for instruction that meets student needs of all students based on data.
- Collaborate with the Executive Director (ED) to plan professional development weeks, days and afternoon sessions.
- Develop and facilitate professional development sessions for staff on project development, mastery assessments, classroom management, and data driven instruction.
- Analyze programmatic effectiveness and identify opportunities to leverage the school community to improve student academic performance, (i.e. exhibitions, student academic services, credits, language needs, etc.).
- Collaborate with the Director of Community Engagement in actively engaging community and industry to authentically integrate them into projects and exhibitions.
- Design a schoolwide master schedule of classes based on in-depth and up to date knowledge of each student’s credits,
- Collaborate with the Registrar to schedule students in cohorts and assign credits by project (Day and Evening).
- Observe instruction and provide feedback and coaching to teachers.
- Mentor Level 1 teachers.
- Gather and organize academic data for internal and external use.

10.1.2021
● Collaborate with ED to complete and submit reports to NMPED, APS, and grant reports including the Education Plan, 90 Day Plan, Structured Literacy and MLSS.
● Collaborate with and provide supervision of Special Education Coordinator to ensure compliance and service delivery.
● Provide oversight to ensure schoolwide service delivery for English Language Learners (ELL students).
● Collaborate with Directors and staff to achieve schoolwide charter goals.
● Directly supervise teaching staff, instructional assistant(s) including completing state evaluations of teaching staff.
● Serve as on-site school leader along with ED and fellow Pillar Directors.
● Create formal reports to the Governing Board, Department of Education and Charter School Division on student academic performance.
● Attend and participate in school Governing Council meetings regarding curriculum, assessment and data points.
● Serve as Admin Supervisor for Evening Program one day a week.
● Commit to professional development of self.

**Required Qualifications:**

● Current NMPED Administrative License OR current Level III Teacher Instructional Leader License and able to obtain Administrative License within one year.
● 5 years teaching experience
● Master’s degree in education, educational leadership, or related field
● 5 years of experience working with opportunity youth in the Albuquerque community
● Ability to pass a background check

**Preferred Qualifications:**

● Experience as an instructional leader as an instructional coach, assistant principal, principal or other school leader position
● Experience with Project Based Learning, Performance Assessment and/or Mastery-based Assessment
● Experience in school leadership and program development
● Experience in facilitating professional development
● Experience with Positive Youth Development and supporting the social and emotional needs of students
● Bilingual Spanish and/or ASL
● Knowledge and understanding of construction trades, project management, principles of architecture and/or engineering
How to Apply:

To ensure consideration, applicants must submit the following materials directly to justin@aceleadership.org:

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current license(s)

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

*At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.*