



SOUTHERN TEACHERS

A G E N C Y

Director of Curriculum
St. Thomas Episcopal Parish School
Coral Gables, Florida

stepsmia.org

Southern Teachers is assisting St. Thomas Episcopal Parish School as it seeks an administrative team member to oversee the quality of the school's academic program; to articulate the program to faculty, administration, board of trustees, and parents; to monitor student progress; and to coordinate testing sessions. The Director leads faculty in selecting content, skills, textbooks, and materials for inclusion in the curriculum; facilitates best teaching practices; conducts or arranges for faculty in-service professional development; develops techniques to assess student learning progress, both subjectively and objectively; oversees program budgets and yearly inventories; reviews instructional overviews of grade level teams and special area teachers; oversees teacher portal pages and provides support to parents and teachers in accessing the portal for school communications; and, throughout, strives to promote school improvement.

To articulate the academic program to faculty, the Director of Curriculum conducts grade-level and department meetings and leads in developing and revising scope and sequence, curriculum cycles, and written guides. The Director supports and mentors teachers by helping with lesson planning as needed, visiting classrooms regularly to observe student progress and model best practices, and suggesting and coordinating appropriate interventions. She or he contributes to the school's long-term vision by meeting weekly with fellow administrators and by communicating and meeting periodically with board committees, parents, and parent groups.

The Director helps teachers with their communication to parents and provides information and articles about the academic program for school publications. To monitor overall student progress, the Director manages benchmark assessments three times per year in language arts and math, collects and summarizes data, and helps teachers analyze the data to inform instruction and provide targeted intervention. She or he also monitors individual student progress and assists with parent conferences to recommend appropriate interventions and address concerns.

St. Thomas Episcopal Parish School (STEPS), founded in 1953, is a culturally diverse community that has grown to include junior preschool through grade five, with a current enrollment of 425 students focused on learning 21st-century skills. STEPS is a secure and loving community that nurtures and challenges children, teaching them to honor God, respect others and themselves, care for their world, and develop a lasting enthusiasm for discovering and learning.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017. An earlier start date may be considered.