



AMERICAN COMMUNITY SCHOOL OF ABU DHABI

T +971.2.681.5115 | P.O. BOX 42114. ABU DHABI, U.A.E.

TITLE: Elementary Curriculum Coordinator

REPORTS TO: Director of Learning

CONTRACT DAYS: 190

JOB CLASSIFICATION: Teacher salary scale plus 8,000 AED stipend

WORKING HOURS: Sunday through Thursday: 7:45 am to 4:00 pm. Tuesdays 7:45 - 4:30. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

Position Summary:

The Elementary Curriculum Coordinator is a part of the Office of Learning and works to further the school's programmatic goals. S/he works to ensure overall coordination and articulation of the written, taught, and assessed curriculum. This position is integral in supporting the continued professional growth of faculty. The Elementary Curriculum Coordinator is a master teacher and facilitator who works primarily with teams and does not have supervisory or evaluatory responsibilities.

Duties and Responsibilities:

Curriculum and Assessment:

- In collaboration with other members of the Office of Learning, provide training, coaching and support for the collaborative development, implementation, and review of courses and curricular units using the *Understanding by Design* framework.
- Facilitate regularly-scheduled data dialogues related to internal and external assessments and strengthen data literacy as a means for making instructional decisions.
- Maintain the school's *Atlas Rubicon* site and support faculty in ongoing curriculum documentation, including the use of Google Team Drives.

Professional Learning:

- Assist with the onboarding of new teachers.
- Develop and facilitate high quality sessions for faculty (PL days, divisional meeting times, department meetings, etc.) on a variety of topics to support the school's goals.

Implementation and support of school programs:

- Ensure K12 programs and initiatives are implemented with fidelity.

Preferred Skills and Qualifications:

- Strong academic qualifications with a MA or other advanced study in education
- Valid teaching credential with a minimum of five years of experience in elementary school
- Extensive knowledge of assessment with a focus on implementing Standards Based Grading and Reporting
- Experience with American curriculum frameworks (Common Core Math and English Language Arts, NGSS, C3, SHAPE, National Core Arts, ACTFL)
- Literacy background with extensive knowledge of Readers and Writers Workshop, guided reading and Fountas and Pinnell
- Background in *Understanding by Design* as a framework for curriculum development and instructional practice
- Experience with *Atlas Rubicon* and G Suite
- Training in research-based professional learning practices and expertise in leading effective Professional Learning Teams (PLTs)
- Excellent organizational and interpersonal skills
- Training in Adaptive Schools, Cognitive Coaching, SRI or CFG Coaching, and/or Facilitative Leadership