



Title:	Director of Curriculum and Instruction	FLSA Classification:	Exempt - Salary
Reports to:	Chief Academic Officer	Salary Range:	\$55,000-\$68,500
Created Date:	03/06/2021	Duration:	12 months
Updated Date:	03/06/2021		

Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high capacity individual to join our team. Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals.

Director of Curriculum and Instruction

Étoile Academy teachers are responsible for executing on the mission by ensuring that all students improve academically and demonstrate our core values. Leaders are responsible for ensuring teachers provide high-quality, data-driven instruction and instructional support to all learners. This position includes coaching and developing teachers, oversight of curriculum, instructional coaching and walkthroughs, and working with the leadership team to meet academic goals.

Responsibilities

- Provide leadership for all aspects of the Etoile instructional program, including academic standards, instructional quality, school culture, use of data, professional development, and curriculum development.
- Monitors assessment programs for maximum effectiveness and uses of assessment data in analysis, decision making, faculty review/development, and strategic planning.
- Oversees selection and scheduling of courses, recommends implementation or deletion of courses as appropriate.
- Ensures that instruction and learning resources support an outstanding educational experience for the student.
- Hold school leaders accountable to high standards of excellence while providing high quality support to help schools meet these standards and achievement targets.
- Carefully monitor school performance via frequent classroom observations and in-depth data analysis in order to identify areas of strength as well as opportunities for improvement.
- Provide on-going coaching and feedback to School Leaders and Grade Level Chairs to help them develop in their roles as instructional leaders.
- Ensure that educators have efficient access to high quality student achievement data and meaningfully use this data to improve instruction.
- Ensure that instructional lessons are consistently standards-based, objective-driven, and effectively delivered with an urgent focus on individual student mastery.
- Design and implement enhanced professional development for School Leaders and Grade Level Chairs based on individual and region-wide needs.
- Facilitate collaboration among teachers and leaders.



- Work with school leaders to communicate effectively with parents and guardians.
- Coach and develop teachers and teacher leaders using the Get Better Faster Scope and Sequence.
- Evaluate teachers using the T-TESS evaluation system.
- Engage in summer and year-long district, school and personal learning and development
- Minimum of 40+ hours spent at school per week
- Additional responsibilities may include: after-school tutoring or Saturday school and are based on the needs of our students

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Master's Degree in Education, or related field.
- A minimum of two years of professional experience with specific experience in school leadership, curriculum development, or program leadership.
- Expertise in curriculum development, program design, and/or pedagogy
- Experience as a teacher, teacher-coach, and principal preferred
- A demonstrable commitment to pursuing equity
- A strong track record of experience and results as a trusted member of an organization's leadership team
- Ability to multi-task and work within an ambiguous, fast-moving, start-up environment, while driving toward clarity and solutions.
- Excellent written and oral communication skills.
- Administrative/Principal Licensure (preferred).

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.