



# RUAMRUDEE INTERNATIONAL SCHOOL

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## Vacancy Announcement

<b>Position</b>	PreK-12 Curriculum Coordinator	<b>Starting Date</b>	2021
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### General Description

- Work collaboratively with the section principals, and teachers to ensure effective alignment of PreK-12 curriculum
- Work collaboratively with the elementary principal to support the Early Childhood program development (PreK)
- Work collaboratively with the IB Coordinator, AP Coordinator and teachers to ensure effective delivery of IB and AP Program
- Work with the principals to coordinate the planning, development , implementation and timeline for school-wide assessments
- Collaborate with all stakeholders to guide the Curriculum Review process
- Develop a plan for collecting, analyzing and reporting student assessment and performance results, including the development of forms for disaggregating and presenting the data.
- Evaluate the student performance and program effectiveness of the assessment instruments
- Assist in the development and implementation of a flexible delivery system for ongoing PD needs (PreK-12 educational technology support, CLIMBS6 Traits writing, IB, AP, examining and moderating student work, etc.)
- Coordinate a program of in-service and professional development that supports the faculty in their professional growth goals
- Coordinate a program for effective (department/grade level) teacher leadership and the mentoring of new teachers
- Assist ES, MS & HS teachers in curriculum development, implementation, assessment, and program review
- Provide assistance to teachers in the implementation of best practices in classroom instruction
- Provide direction for PD in support of student achievement
- Other duties as assigned

### Position Responsibilities and Duties

- Strong interpersonal communication skills, and the ability to collaborate
- A commitment to the development of a PreK-12 learning community
- Knowledge of and experience in curriculum development , implementation and assessment
- Knowledge of and experience in the design and delivery of effective IB/AP and professional development
- An ability to facilitate collaboration within and across ES, MS & HS sections and content areas

## Qualifications and Requirements

- Master's degree in Curriculum and Instruction or Educational Administration, or equivalent
- Current teacher and/or administrator certification
- Experience in curriculum development, implementation, and evaluation at PreK-12 level and strong IB/AP background and experience
- Leadership experience in organizing or coordinating in-service programs and professional development processes
- Minimum of 5 years teaching experience, international school experience preferred