

Literacy and Social Studies Curriculum Coordinator
Kamaile Academy
HSTA (12-month)

Summary:

The **Literacy and Social Studies Curriculum Coordinator** provides **leadership** for Curriculum, Instructional, and Assessment in the areas of Literacy and Social Studies. The Curriculum Coordinator also provides leadership in the development, articulation, and implementation of an instructional program and leads in the coordination of staff professional development in these areas.

*Note: This is NOT a supervisory position and DOES NOT include the evaluation of colleagues.

Essential Functions and Responsibilities:

- Work collaboratively with the other curriculum coordinators, coaches, and the Learning Director to accomplish expectations.
- Collaborate on the creation of an overall PD plan including, but not limited to Literacy and Social Studies core curriculum, assessment, and instructional strategies.
- Provide expertise and leadership in the design and implement Academic Literacy Multi-Tiered Systems of Support.
- Provide expertise and leadership in the refinement of a P-12 Curriculum and assessment plan as it relates to Literacy and Social Studies.
- Provide expertise and leadership in the establishment and the communication of clear expectations for P-12 Literacy and Social Studies.
- Work with administration to ensure that resources are in place for the implementation of instructional programs, strategies & practices.
- Monitor the implementation of expectations and instructional programs, as related to Literacy and Social Studies through observable classroom practices and student evidence of learning. This applies P-12 to include the secondary course maps in applicable areas. Monitoring will also be completed by the Learning Director, Po‘o, VPs, and curriculum coordinators.
- Lead in the planning, facilitation and delivery of P-12 professional development as related to the area of Literacy and Social Studies.
- Provide expertise and leadership in reviewing and refining PD plans for literacy and social studies based on collected implementation data.
- Lead/Facilitate PLC meetings as applicable to the school-wide plan.

- Provide expertise and leadership in the refinement of how data is used to inform classroom practice as related to Literacy and Social Studies.
- Work with the Administrative Team in the improvement of staff competencies.
- Actively participates in faculty and grade level or department meetings, assists building efforts to plan, budget, implement, and evaluate the school's program and to do related work as required. In carrying out these responsibilities, the teacher will follow school policy and procedures, standard practices, and approved curriculum, and will actively and positively support the school vision.
- Collaborate with the school administration to ensure that resources are in place through maintaining a budget as related to Literacy and Social Studies.
- Perform other duties that may be assigned as it relates to Literacy and Social Studies.

Minimum Qualifications:

- Masters degree in Education or Teaching.
- Successful completion of a teacher education program at an accredited college or university.
- Successful five (5) years of teaching experience.
- Possess a teaching license.
- Extensive knowledge of the Common Core and C3 standards.
- Well versed in distance learning techniques, data collection, and analysis.
- Expertise in teaching foundational reading skills, guided reading, and small group instruction.
- Ability to effectively communicate with parents, students, and staff verbally and in writing.
- Demonstrated commitment to collaboration, teaming, and leadership.
- Ability to use appropriate assessment, instruction, and evaluation techniques.
- Ability to utilize effective practices to build a community of learners.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge of skills and strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Knowledge of the relationships between instruction and pedagogy.
- Skill and ability to utilize technology to aid instruction, assessment and learning.
- Commitment to participate in professional growth opportunities and reflection.
- Reliability in attendance, punctuality, and follow-through.

Desired Qualifications:

- Doctorate degree in Education/Teaching/Leadership.

- Demonstrated content knowledge and research-based instructional strategies for Literacy and Social Studies.