



Sample Job Posting 3

Ascend Charter Schools

Associate Director of Elementary School Literacy, Curriculum Team

Why lead at Ascend Charter Schools?

Ascend is a network of urban, college-preparatory K-12 charter schools in Brooklyn. Educators at Ascend are driven by our mission to equip every student with the knowledge, confidence, and character to succeed in college and beyond. Today, we educate over 3,500 students at five lower schools, three middle schools, and one high school.

We are passionate about guiding our scholars to think critically and independently, and to enjoy education as an end in itself. We teach a rigorous liberal arts curriculum that fosters curiosity and enables our scholars to adapt to new ideas and practices, while gaining a fundamental understanding of math and science.

We foster a school culture where scholars feel connected, empowered, and safe to take academic risks. We utilize comprehensive practices such as advisory and collaborative problem-solving that promote respect, develop leadership, and strengthen relationships.

Our school buildings

We believe that our school buildings should reflect the incredible accomplishments that happen within their walls. All Ascend schools are housed in inviting, newly renovated buildings where every detail is chosen to communicate our aspirations for teaching and learning. See where we work.

Description

The associate director of elementary school literacy will adapt, curate, and pace Ascend-selected curricula, and compile and create all assessments. Additionally, the associate director of elementary school literacy will:

- Manage literacy specialists, curriculum writers, and consultants by providing formal and informal feedback on their work products, specifically, pacing charts, unit plans and assessments
- Adapt, curate, create and pace commercial and “Ascend-developed” ELA curricula aligned to Common Core standards for grades K-4. S/he will write all assessments that result in a grade for scholars, in particular, all benchmarks and quizzes, using free and commercially-available Common Core-style assessment items
- Develop and continuously improve scope and sequences and pacing charts for the literacy elements of Ascend's literacy program



Career Services Office

- Develop and continuously improve exemplary unit plans and instructional resources that are aligned to the Common Core State Standards. This includes writing unit plans for boxed literary programs and Ascend's own Literature Circle and Shared Text curricula for grades K-4
- Design and deliver a range of ongoing professional development sessions (actual and virtual) that supports the vision for the ELA program, implementation of the curriculum and growth of core literacy skills and knowledge. S/he will aid relevant school leaders in planning for or delivering ELA content for teacher planning and development meetings to ensure that teachers deeply understand the literacy content and boxed curricula they teach
- Serve as a resource for school based leaders when curricular, assessment, and instructional questions arise surrounding the literacy program and materials
- Continuously research and study developments in English Language Arts instruction and best practices being implemented in excellent schools
- Participate in frequent (at least once monthly) collaborative site visits focused on implementation at each school that support the school's implementation of the literacy curriculum. These visits will push content-specific instructional practices, gather information on best practices, support program fidelity and ELA instruction across all programs, in particular, Literature Circle, and Shared Text in grades K-4
- Collect and analyze videos of exemplary teaching practices around strong implementation of literacy components and curate an initial body of annotated student work for each lower school literacy component
- Analyze student data using periodic reports and data meetings to determine how to better develop curriculum pieces, incorporating initial implementation and feedback as part of the process
- Build positive and efficient working relations with the Ascend Learning and with the Leadership Teams of each school

Staff and reporting relationships

The associate director of elementary school literacy K-4 shall report to the chief curriculum officer and managing director of literacy, and collaborate closely with other members of the literacy team, the curriculum team, and Ascend's academic team.

Qualifications

We look for educators who are excited to embrace a restorative approach to discipline and who believe that family and community partnerships are crucial.



Career Services Office

Above all, we look for leaders who are passionate and committed to urban education and our ultimate goal of closing the achievement gap in Brooklyn.

- Bachelor's degree, with an advanced degree strongly preferred
- A sustained record of outstanding academic results as a literacy specialist in the elementary grades
- Four or more years teaching experience with exceptional results in literacy instruction
- Two or more years of experience hiring, managing and developing instructional staff
- Some weekend/evening work and travel within New York is required
- A deep understanding of the Common Core ELA standards and New York's Common Core-aligned state ELA assessments and of the boxed literacy selected by Ascend for grades K-4
- A broad familiarity with ELA pedagogies and programs and effective practices
- Intimate knowledge of the Core Knowledge History and Geography sequence
- Exemplary curriculum and assessment writing skills
- Expertise in early literacy and research findings
- Superb organizational, project management, self-management skills, and problem-solving skills
- Excellent presentation skills and the ability to train and coach educators
- Passion and commitment to urban education and our ultimate goal of closing the achievement gap
- Insistence on academic excellence and rigor
- Excellent communication skills (written and oral)
- A hunger for feedback and an openness to engage in a process of self-improvement
- Alignment with the educational philosophy and core beliefs of Ascend Charter Schools
- Maturity, humility, strong work ethic, and “roll-up-my-sleeves” attitude

Compensation

Ascend offers a competitive salary and comprehensive benefits package. Please visit www.ascendcharterschools.org/careers to learn more about the benefits of working at Ascend. Ascend Charter Schools is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply.