



## Primary School Curriculum Coordinator

### Position Description

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#### **FirstLine Schools**

The mission of FirstLine Schools is to create and inspire great public schools in New Orleans. We do this by directly operating non-selective public schools and by developing training programs for teachers and school leaders across New Orleans.

Our schools prepare students for higher education and fulfilling careers by:

- Ensuring high achievement for all students.
- Providing a rich variety of educational experiences to nurture students' social and emotional development, love of learning, and aspiration to achieve their educational and career goals.
- Developing the skillfulness of our staff and creating sustainable working conditions that facilitate their success.

FirstLine Schools takes the charge of closing the achievement gap seriously. We support, develop and hold accountable our students, staff and administration for high student academic achievement and transformative programming.

#### **Samuel J. Green Charter School**

Just prior to Hurricane Katrina the state department of education asked FirstLine Schools (then called Middle School Advocates) to take over Samuel J. Green Middle School, a historically failing public school. With a lot of hard work from an incredibly dedicated team, the school was one of the first to re-open after the storm and quickly grew to serve K-8th grade. The school, culturally and academically, has been transformed. For example, when we arrived at Green, less than 10% of 8th graders achieved proficient on the state math exam. Last year our students outscored the Louisiana state average with more than 70% at or above proficient.

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#### **Position Summary:**

The Primary School Curriculum Coordinator provides instructional leadership for K-4<sup>th</sup> grade through supporting the School Director in:

- Curriculum development
  - Teacher support
  - Professional development
  - Literacy program development and coordination
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## Areas of Responsibility

### Curriculum Development

- Support teachers in unit and lesson planning
- Provide feedback on unit and lesson plans
- Research and advise curriculum designs

### Teacher Support

- Model lessons as appropriate
- Conference with teachers on planning, classroom and student data
- Observe and provide feedback to teachers

### Professional Development

- Support School Director and Director of Teacher Development in designing professional development calendar and sessions
- Lead professional development sessions

### Literacy Program Development and Coordination

- Coordinate reading intervention schedule and program
- Manage reading resource teacher
- Manage reading data training, tracking and analysis

### Teaching & Other

- Teach sections of classes as appropriate
- Teach intervention groups as appropriate
- Substitute as needed
- Participate in all duties and responsibilities as appropriate for an FLS faculty member
- Other duties as assigned by the School Director

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## Position Requirements

### Education & Experience

- Believe deeply in the mission and values of FirstLine Schools.
- Minimum of 5 years of teaching experience
- Minimum of 1-2 years in a leadership or coaching position
- Demonstrated success working with students in an urban, open admissions school
- A strong background in and command of content area
- A BA or BS, MA or M.Ed preferred
- Louisiana Teacher Certification completed or in progress

## Samuel J. Green Charter School Primary Curriculum Coordinator

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### **Position Reports to**

School Director

### **Compensation**

Competitive

Comprehensive benefits package

### **To apply**

Visit [www.firstlineschools.org](http://www.firstlineschools.org)

Or write Lauren Rachal, Recruitment Manager

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