

Secondary Humanities Curriculum Coordinator
Kamaile Academy
HSTA (10-month)

Summary:

The **Secondary Humanities Curriculum Coordinator** provides **leadership** for Curriculum, Instructional, and Assessment in the areas of English (CCSS ELA), Social Studies (CCSS Literacy in History/Social Sciences, C3, HCPSS), and other elective courses. 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 this area.

Essential Functions and Responsibilities:

- Work collaboratively with the other curriculum coordinators, coaches, and Administration to accomplish expectations.
- Collaborate on the creation of an overall PD plan including, but not limited to English Language Arts, Disciplinary 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 development of a 6-12 Curriculum plan as it relates to English Language Arts and Social Studies.
- Provide expertise and leadership in the creation of an Assessment plan for English Language Arts and Social Studies.
- Provide expertise and leadership in the creation of an Instructional Strategy plan as it applies to English Language Arts and Social Studies.
- Provide expertise and leadership in the establishment and the communication of clear expectations for 6-12 Disciplinary Literacy, English Language Arts 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 learning. This applies 6-12 to include the secondary course maps in applicable areas. Monitoring will also be completed by the Learning Director, Principal, VPs, and other curriculum coordinators.
- Support in the planning and the facilitation of 6-12 professional development as related to the areas of Literacy, English Language Arts and Social Studies.
- Provide expertise and leadership in reviewing and refining PD plans based on collected implementation data.

- Lead/Facilitate selected PLC meetings as applicable to the school-wide plan and other schoolwide priorities.
- Provide expertise and leadership in the refinement of how data is used to inform classroom practice as related to English Language Arts 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.
- Perform other duties that may be assigned as it relates to English Language Arts and Social Studies.
- Support with Edmentum online curriculum and i-Ready tools.
- Support in the planning and implementation with 8th, 10th, and 12th grade defenses including identification and refinement of potential learning artifacts within content classes.

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

Minimum Qualifications:

- Current State of Hawaii Teacher Licensure.
- Masters degree in Education/Teaching, or English/History related field.
- Successful completion of a teacher education program at an accredited college or university.
- Successful five (5) years of teaching experience in a secondary humanities classroom.
- Experience working in Hawai'i schools.
- Demonstrated success in a leadership role at the school or district level.
- Ability to effectively communicate with parents, students, and staff verbally and in writing.
- Extensive knowledge of the CCSS English Language Arts Content Standards, CCSS Literacy in History/Social Studies, C3 and HCPSS.
- Commitment to collaboration and teaming.
- Expertise in teaching foundational reading skills and small group instruction.
- 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.
- Knowledge and evidence of successful implementation of Hawaiian Culture-Based Education and/or Ola Kamaile practices.
- Knowledge of the relationships between teaching and learning.
- 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.
- Familiarity with distance learning techniques, data collection, and analysis.

Desired Qualifications:

- Doctorate degree in Education/Teaching or other English/History related field. .
- Demonstrated content knowledge and research-based instructional strategies for Literacy, English Language Arts and Social Studies.
- Knowledge of Amplify ELA curriculum.
- Knowledge of Project Based Learning Principles.