



American International School of Zagreb

Accredited by the Middle States Association of Colleges and Schools
Authorized by the International Baccalaureate

Upper School Curriculum and Instruction Coordinator (Grades 6-12)

Job Overview

The upper school Curriculum and Instruction Coordinator will be tasked with ensuring a guaranteed and viable curriculum at AISZ. This will be done within the context of the PLC framework so that AISZ delivers the goal of all students learning at high levels. They will primarily be responsible for quality control and oversight of the documented curriculum, coordinating the collaborative work of upper school educators, interfacing with the subject leads on curricular issues and a focus on analyzing data and student work to ensure student success. This position will report directly to the upper school principal

Primary Responsibilities and Duties

- **Professionalism and Positive Example.** Act in a positive and professional manner in support of school mandates, guidelines and the strategic direction of the school.
- **Leadership & Facilitation.** Provide strong curricular and instructional leadership in the upper school. Support upper school colleagues to do high-quality work and meet stated deadlines and objectives. Work collaboratively with the upper school principal, teachers, counselor, the lower school principal, lower school curriculum and instruction coordinator and the student services coordinator to review data and implement interventions.
- **Data Leader / Mentor.** Track and organize upper school learning data to inform interventions and track our progress toward our divisional goals. This goal includes working to ensure all students read and perform in math at grade level or making progress to reach the expected level of their age-appropriate peers. This data leadership will include organizing the macro learning data for the division and specific student learning data that is derived and used in classrooms.
- **Leading and Participating Meetings.** Lead or participate in collaboration time meetings for subjects, essential data and learning meetings needed to organize classroom and division intervention efforts. Assist in the agenda topics and action steps for subject leads and curriculum initiatives in the subject lead meetings.

Member of the schoolwide Academic Leadership Team meetings.

- **Teacher and PLC Team Training.** Work directly with teachers and PLC teams to train and organize training in research-based areas in need of support. There will be elements of modeling for and coaching teachers where appropriate and needed. This position will work directly with PLC teams to provide support and guidance on how to help students meet our upper school goals.
- **Curriculum Leadership.** Work collaboratively with the lower school curriculum and instruction coordinator to lead yearly divisional and schoolwide curriculum reviews. This includes ensuring that a guaranteed viable curriculum is being taught and also documented in Atlas Rubicon and Managebac software systems. This may also include assisting teachers and PLC teams with “unpacking” curriculum standards to ensure learning target clarity for students.
- **Professional Development.** Assist with planning and/or delivery of high-quality and data-driven professional development offerings for teachers in the upper school. Engage in ongoing professional learning and leadership development opportunities of their own to support their work. Support the subject leads and Principal in the identification of appropriate and relevant PD for faculty.
- **Systems & Structures Design.** Participate in ongoing conversations about the design of systems and structures that ensure student learning. Especially, related to intervention structures that help the upper school meet its academic goals using our Multi-Tiered Systems of Support (MTSS) structures.
- **Student Service Team Meetings.** Participate in Upper School SST meetings when appropriate to provide expertise and support problem-solving strategies for students in need.
- **Onboarding and Orientation Support for New Faculty.** Participate in orientation provided to new faculty. This is done with the express purpose of ensuring the commitment of faculty to the success of all students. With support from the subject leads, this includes orientation to the curriculum and frameworks, grading criteria, MTSS approaches and orientation to the learning principles of the division.
- **Coaching.** Provide coaching where appropriate to advance the organization towards meeting our school wide academic goals. The focus of this coaching and modeling of strategies will be the empowerment of educators.
- **Community Outreach.** Work collaboratively with the upper school principal and the academic counselor (with support from the grade and subject level leads) to develop and implement parent workshops.
- **Universal Screener Data.** Work collaboratively with the upper school counselor, teachers and instructional technology lead to organize, deliver and analyze results of universal screener data. This includes coordination of MAP testing, SSRS (social emotional wellness) screener and other screeners as age appropriate.
- **Budgeting.** Support the upper school principal in budgeting and ordering of yearly supplies and subscriptions teachers may need. This includes supporting teachers in

effective implementation and use of these resources.

- **Innovation.** Provide expertise and thought leadership to support innovation and inquiry within the upper school. The curriculum, instruction and coaching coordinator will seek new and innovative ways of pedagogy, curriculum and inquiry to ensure the continuous improvement and evolution of the division.
- **Middle States Accreditation.** Work collaboratively with AISZ leaders, faculty and the lower school curriculum and instruction coordinator to ensure successful MSA accreditation. This includes leading the development, implementation and maintenance of our MSA accreditation process.
- **Other duties as assigned.** The person in this position will need to be flexible and adaptable as the role is more fully defined. It is expected that the person will give feedback and input on what job responsibilities will need to be added, altered, or deleted.