



Director of Curriculum

Compass High School (CHS) is a small private school for students with learning differences in San Mateo, California. Compass was founded four years ago and is in a period of enrollment growth. Compass is a fully accredited, college-preparatory high school that specializes in individualized support and remediation, cutting-edge technology, and experiential learning. We employ a highly skilled faculty trained to work with students who learn differently and we value educational innovation and a nurturing family environment.

FTE: Full-time
Reports to: Executive Director
Direct Reports: Academic Teachers
Salary: Commensurate with experience, an attractive benefits package included
Start date: Immediately

Position Overview:

CHS is seeking a Director of Curriculum to report directly to the Executive Director and oversee the design, review, and growth of the school's 8th through 12th grade curriculum. The Director should encourage, model, and support collaboration, innovation, and adoption of best practices for teaching students with learning differences. The Director will be instrumental in the selection, retention, and training of passionate and committed teachers and in selecting research-based curriculum and technology.

Essential Responsibilities:

- Promote and champion the successes, strengths, and mission of the school with both the internal and external community.
- Organize effective weekly faculty meeting.
- Develop, coordinate and lead professional development programs leading to improved teaching practices.
- Coordinate the ongoing process of review, evaluation, and selection of instructional materials and assist faculty in developing a high-quality, detailed curriculum.
- Develop syllabi and scope and sequence across the subject areas and grade levels.
- Coordinate and implement assessment systems, facilitate the analysis of assessment data to drive instruction and communication with students and parents.
- Lead the planning and implementation of educational technology adoption and utilization in the classrooms.
- Observe, supervise, and evaluate the faculty. Understand and motivate individual teachers.
- Make recommendations to the Leadership Team regarding the hiring and retention, and the assignment of faculty.
- Assist with the academic guidance of students and maintenance of complete academic records.
- Oversee the grading, reporting, and parent conferences for students.

- Assist with the preparation of the master schedule.
- Support the development and implementation of IEPs.
- Support the completion of the self-study and monitoring of the follow-up process to ensure WASC accreditation requirements are met.
- Actively pursue professional development;
- Perform miscellaneous job-related duties as assigned.

Qualifications:

- Finds resonance with Compass High School's mission and philosophy;
- A minimum of 5 years teaching experience with students with learning differences. Must have experience at the high school level.
- 3-5 years experience in a leadership position in a school.
- Master's degree in special education, curriculum, administration, or related field.
- Special education and/or secondary teaching credential.
- Deep knowledge of educational research and trends, experience with development and implementation of curriculum and instruction, especially the Orton Gillingam-based approach.
- Expertise with assistive and instructional technology preferred.
- Experience working in communities with highly engaged parents with high performance expectations.
- Excellent interpersonal, relationship-building, communication (oral and written), and organizational skills.

To apply:

Interested candidates should submit:

- C.V./resume
- A letter of introduction
- A statement of educational philosophy

via email to jobs@compasshigh.org, subject line Director of Curriculum.

To learn more about Compass High School visit www.compasshigh.org. Send questions about the position to jobs@compasshigh.org and we will get back to you.