

MANAGER OF CURRICULUM & INSTRUCTION

Mission of VOICE Charter School

The mission of VOICE Charter School is to create a safe and healthy learning environment that will nurture, motivate and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community and the diverse society in which we live.

Qualities of a VOICE Director of Curriculum and Instruction

VOICE staff works collaboratively to raise the academic performance of all students. Committed to unending self-reflection, growth, and improvement, VOICE staff actively seeks feedback. They love and nurture all of our students, as they become deeply caring and responsible individuals.

Responsibilities Include but Are Not Limited To:

- Observe and coach teachers
- Assist with the development of curriculum units and weekly lesson plans
- Collaborate to plan and provide professional development
- Implement a school wide assessment plan

Qualifications and Certification:

- Commitment and belief in the VOICE mission, including a data driven approach to instruction
- Master's degree
- A minimum of three years of teaching experience
- Experience in implementing workshop model

Preferred, though not Required, Qualifications:

- Experience in managing adults

To Apply

All applications must be submitted via e-mail (voiceemployment@gmail.com). We are not able to respond to any mailed or faxed applications or phone calls regarding employment.

We require two items from all applicants: (1) a cover letter and (2) a professional resume. Please do not submit any other materials.

Please note:

- The cover letter must be specific to VOICE Charter School, and it should express why you feel you would be a good fit for our teaching and learning community (visit the VOICE website, www.voicecharterschool.org, for information).
- The cover letter must appear within the text of the e-mail (a fully-formatted version should also be attached).
- The resume should include any school/education/child-based experience to-date, all work experience, undergraduate major(s)/field and GPA, and any post-graduate work.
- The resume should be attached to the e-mail.

Again, due to the large number of applicants, we are not able to respond to mailed or faxed applications or phone calls regarding employment. We will only review e-mailed materials.