

POSITION DESCRIPTION

Title: Coordinator of Instruction and Curriculum

Major Responsibilities:

- Coordinates with the principal(s) in the planning and implementation of curriculum appropriate for students in PreK-12 in keeping with the philosophy, mission, and vision of the school.
- Works in conjunction with the ASL/English Bilingual Coordinator to support the ASL/English Bilingual philosophy, literature, and literacy.
- Oversees, implements, monitors, and tracks student academic progress and growth.
- Oversees the STEAM Program and Center for Exploration and Creative Learning.
- Coordinates the mentorship program for all instructional staff with the support from Human Resources.
- Oversees and manages the inventory of curriculum and resources for instructional staff.
- Assist the Principal(s) in the evaluation of staff of instruction and curriculum and reviews all lesson plans in the PreK-12th grade program.
- Oversees and ensures compliance with the administration of State and local testings for students in the K-12 grade program.
- Collaborate with teachers to determine approaches that best meet individual student needs.
- Provides constructive ongoing feedback with the staff in the area of instruction and curriculum.
- Provides leadership in the implementation of Technology Standards.
- Collaborates with principals to plan special academic activities (i.e. - Science Fair, 100 Days, etc.)
- Coordinates and oversees Professional Development in Coordination with the Office of the Superintendent.
- Ensures that New York School for the Deaf meets all New York State learning standards.
- Promotes a safe learning environment for all students and staff.
- Ensures compliance with all regulations, policies, and procedures applicable to NYSD
- Additional duties as assigned by the Principal(s).

Qualifications:

- Minimum of 3 years of classroom experience in the field of Deaf Education.
- Masters Degree in Deaf Education or related field
- Deaf and Hard of Hearing K-12 or other related NYS certification
- Proficiency in American Sign Language and English

TO APPLY:

FAX Resume and cover letter to (914) 703-4004 or email to employment@nysd.net