

Dean of Curriculum and Program (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff to build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

This administrative team position is broadly tasked with instructional leadership, including related professional development, curricular and course planning oversight, and execution of data-driven instructional processes. The Dean of Curriculum and Program maintains a dashboard of relevant academic indicators. This administrator is a member of the scheduling team and helps facilitate the faculty supervision and evaluation working group. The Dean works closely with the Middle and High School principals, along with other administrators, and reports directly to the Head of School.

The Dean of Curriculum and Program's responsibilities include, but are not limited to,

Instructional Leadership

- Create, in collaboration with other members of the leadership team, the schoolwide professional development calendar and lead school wide professional development sessions related to curriculum and instruction
- Oversee the Data-Driven Instruction Program
 - Provide professional development that will build teachers' capacity for data-driven instruction
 - Oversee and coordinate the administration of all interim assessments
 - Manage the structures and systems that ensure teacher accountability as it relates to the regular and consistent analysis of data and the targeted re-teaching that follows
- Lead and support the school's Instructional Leadership Team (ILT), setting agendas, facilitating meetings, and guiding the group's work
- Evaluate department chairs -- special programs, humanities, math, science, and Spanish -- and some faculty
- Observe classes school-wide on a daily basis and track relevant data
- Participate in the hiring of teachers and staff
- Author and/or co-author various documents, or relevant portions of various documents, some of which are submitted to the DESE (annual report, student and family handbook, charter renewal application)
- Support the efforts of the Dean of Students and the principals to promote and maintain school-wide culture initiatives



Curriculum Oversight and Course Planning

- Ensure 6th through 12th grade curricula are
 - aligned to external and internal standards (CCSC student outcomes)
 - aligned to interim and external assessments
 - vertically aligned within departments
- Oversee all curricular policy decisions and future course planning in collaboration with the principals and the Head of School
- Oversee the regular review of and feedback on curricular documents, which includes lesson plans, unit plans, year-long maps, data day reteach plans and tables, and more
- Oversee student course placement decisions, in collaboration with other administrators when applicable
- Oversee, working closely with principals and the chair of the special programs department, the planning and scheduling of remediation and intervention classes (reading intervention, MCAS/SAT prep, etc.), including those required by IEPs and 504s

Qualifications:

- BA or BS required; appropriate graduate coursework preferred
- Teaching experience required; experience in a similar setting preferred
- Leadership experience in a similar setting preferred
- Appropriate MA teaching certification, including SEI endorsement

How to Apply

Send a cover letter and resume to Caleb Hurst-Hiller, Head of School, at DCPjob@ccscambridge.org with the subject line “Dean of Curriculum and Program”