



LARCHMONT SCHOOLS
JOB DESCRIPTION
DIRECTOR OF CURRICULUM AND INSTRUCTION

Title of Position: Director of Curriculum & Instruction

Directly Responsible to: Executive Director

Status: Exempt

Primary Function: The Director of Curriculum and Instruction (DCI) is primarily responsible for ensuring an equitable, world class curriculum TK-12 and that the delivery method is highly effective and in keeping with the mission and goals of Larchmont Charter School. The DCI will serve alongside school leaders, reporting to the Executive Director. The DCI will provide dedicated capacity and expertise to ensure academic excellence. The DCI will oversee, in collaboration with teachers and leaders, the adoption and implementation of curriculum, assessments, intervention programs, and professional development. The DCI ensures that the curriculum and materials in our classrooms reflect the cultures and the values of our families and communities, and create a joyful, vibrant and optimally challenging learning experience for our students. The DCI will lead ongoing collaborative review of and adoption of future ready curriculum and innovative instructional materials. The DCI will also ensure the adopted curriculum is taught with fidelity, tested through a combination of formative and summative assessments, and supported through robust, highly engaging, and differentiated professional development. The DCI oversees the design and implementation of school wide professional development programs. The DCI will observe and analyze teaching practices and provide non-evaluative coaching and feedback to faculty and leadership. The DCI will assist with the recruitment of diverse instructional staff, ensure the professional development and growth of new and continuing staff, ensure strong systems of academic coordination from annual standards mapping and tracking, to submission of lesson and unit plans/syllabi, to systematic data inquiry cycles to help inform instruction and address gaps, to strategic professional development that's differentiated. The DCI will coordinate major efforts across Larchmont's three core tenets – academic excellence through constructivism with a focus on diversity, equity and inclusion, closing opportunity gaps and increasing equity, diversity of people and program, and community through SEL and service learning. The DCI will help take Larchmont to the next level in growing its impact through partnerships, hosting apprentice teachers and leaders, showcasing Larchmont's educational excellence through educator days, presenting on panels at conferences, publishing papers, partnering with universities to participate in research, and more.

Minimum Qualifications:

- Bachelor's Degree, MA in Education preferred
- TB Test clearance & DOJ fingerprinting clearance
- Prior experience teaching at the elementary, middle and high school levels.
- Expertise in progressive education and the constructivist approach (personalized to students' zone of proximal development, hands on, experiential, cooperative, inquiry and project-based learning, etc.)
- Experience coaching, mentoring and professionally developing teachers and teaching teams and successfully implementing instructional reforms or curricular changes
- Familiarity with the Common Core State Standards across grade levels and content areas.
- Expertise in both STEM (math/science) and Humanities fields (ELA/social science)
- External partnerships to support with recruitment of top education talent, research on cutting edge curriculum and instruction, and opportunities to further grow Larchmont's impact
- An enthusiasm and passion for Larchmont's mission and model and specifically constructivism, diversity and community.



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How to Apply: Submit the following to lcsjobs@larchmontcharter.org with subject line: Director of Curriculum and Instruction

- Must include Résumé clearly stating: all degree(s) earned, applicable professional development certifications earned, and each position held with dates of employment, employer, and responsibilities (for each position, list number of years in full-time capacity);
- Must include a copy of a valid CA credential(s).
- Must include statement of your educational philosophy and your experience with diversity. Include your interpretation of the Constructivist learning theory and how you have successfully applied it to learning and instruction in your areas of your experience and expertise. Please also share what diversity, equity, and inclusion mean to you and your experience working with a diverse community.
- May include letters of recommendation
- May include unofficial transcripts

If we would like to learn more about you, you will be contacted via email to submit an application for the position. Please do not call; all inquiries should be submitted via e-mail. Position will be open until filled.

Essential Functions:

The Director of Curriculum and Instruction (DCI) is responsible, in partnership with school leaders and teacher leaders, for coordinating the academic program TK-12 across content areas for continued and strengthened excellence. The DCI is the position with dedicated expertise and capacity to serve as an internal consultant to help source excellent curriculum, pedagogy, professional development, assessment and intervention tools, etc. The DCI also ensures alignment across grades, campuses and departments in our educational program by ensuring excellence in the consistent use of our core practices (workshop model, cooperative, experiential, inquiry and project based learning, Council, etc.), smooth transitions across campuses, thematically integrated interdisciplinary curriculum when possible, collaborative leadership, maintaining, honing and when necessary creating systems to ensure we're continually calibrating. The DCI ensures that the program is strong, and that there's consistency across the school in providing an excellent education both in terms of the curriculum and its delivery.

Recruitment, onboarding, and ongoing professional growth and development for instructional staff:

- Supporting with recruitment of strong, diverse, mission aligned educators,
- Onboarding, mentoring, and ensuring professional growth for all instructional staff,
- Creating systems to ensure differentiated professional development including ensuring new staff are trained in Larchmont's core instructional approach and practices and providing ongoing training to veteran staff to continue to grow.
- Cultivating an environment in which staff can provide open and candid feedback and suggestions.

Ensure strong academic coordination systems that support excellence in teaching & learning including:

- Annual standards mapping of the curriculum,
- Submission and review of lesson/unit plans and syllabi,
- Effective data inquiry cycles to examine disaggregated data to inform instruction,
- Ensuring equity in our educational program,
- Ensuring effective and early intervention



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Ensure TK-12th grade alignment and when necessary source best in class academic resources:

- Ensure instructional consistency across TK-12 campuses
- Curriculum
- Pedagogical practices
- Assessment tools
- Intervention tools, programs and practices
- Professional development,

Grow Larchmont's impact by:

- Training more aspiring apprentice teachers and leaders,
- Sharing best practices at conferences, hosting educator days, and becoming a lab school, partnering with universities on research, and much more.

Collaborate with teachers and school leaders:

- To leverage the substantial in-house expertise at Larchmont in curriculum and instruction including in constructivist and progressive pedagogy, in SEL, PBL and more.
- To evaluate programs and implementing change based in constructivism, anti-bias, anti-racist and culturally responsive pedagogical frameworks.
- To improve and modify curriculum to stay up-to-date on new research-based methods.

Build out Larchmont's Diversity, Equity and Inclusion work:

- Monitor and act on disaggregated data about student achievement, stakeholder engagement and satisfaction, and continued matriculation through Larchmont to narrow gaps.
- Be proactive and intentional in addressing educational inequity by ensuring targeted differentiated approaches school wide from TK through college/career preparation for seniors.
- Strengthen staff, student and community cultural competence through sustained training in unconscious bias, and best in class diversity, equity and inclusion practices
- Strengthen Larchmont's anti-bias and anti-racist educational practices aligning professional development, equity audits, curricular and instructional planning around the anti-bias education four goals (Anti-Bias Education for Young Children and Ourselves, by Louise Derman-Sparks and Julie Olsen Edwards) and Zaretta Hammond's definition of culturally relevant pedagogy (<https://www.cultofpedagogy.com/culturally-responsive-misconceptions/>).
- Partner with School Leaders in DEI parent training, programming and engagement practices
- Partner with the School Leadership Team and Network Support Team to audit and reform institutional practices (where needed) to strengthen DEI.

Professionalism, communication, teamwork:

- Build professional relationships with staff and stakeholders that demonstrate respect and compassion.
- Maintain a work atmosphere that is safe, accepting, positive, and interactive.
- Create opportunities for instructional staff to learn with and from each other through varied groupings, partnerships, and shared learning experiences.
- Involve instructional staff and leaders collaboratively in the processes of ensuring strong systems of academic coordination and calibration including
- Lead in ways that exemplify and are consistent with Larchmont's school culture using the 5 ESLRs (Expected School-wide Learning Results), integrity, and our practices around collaboration.
- Communicate effectively and professionally, both orally & in writing, with all stakeholders



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- Respond to parent and colleague communications in a respectful and timely manner.
- Maintain effective and efficient record keeping procedures.
- Complete and submit plans, assessment data, progress reports, and other documentation as requested in a timely manner.
- Participate professionally in scheduled meetings (school leader, professional development meetings, team meetings, network support meetings, etc.).
- Model professional behaviors and ethical standards when dealing with students, parents, peers, and the broader community.
- Maintain reliable, consistent attendance and punctuality.

Other Functions:

- Adhere to school policies, procedures and deadlines
- Perform other duties as assigned
- Assist in other school programs when necessary

Physical Requirements:

Continual speaking; standing for long periods of time; frequent sitting, reaching, walking, bending, grasping and pinching; occasional lifting and carrying, squatting, twisting or kneeling.

Environment:

Uneven surfaces, noise, quick work pace. Requires that the incumbent work effectively under stressful situations and respond to the unpredictable behaviors of students. Frequent use of computer screens. Occasionally involves working outdoors and exposure to inclement weather. Infrequently involves exposure to traffic congestion. May rarely involve exposure to biohazardous waste.

Other Requirements:

Support the Mission and Vision of the School; exercise good judgment and moral character; fingerprint clearance & TB test clearance, regular attendance. Larchmont Schools has the right to revise this job description at any time. Larchmont Schools is an EQUAL OPPORTUNITY EMPLOYER.