**Job Title: Director of Curriculum and Instruction**

**The Organization:** ALLMemphis is grounded in the vision of a fully literate community where one’s zip code does not determine their life outcomes. Here in Memphis, we work to disrupt educational inequity by empowering young people to access language and literacy with the goal of dramatically increasing student literacy in our community. Through specialized training in multisensory language instruction (Orton-Gillingham), ALLMemphis empowers teachers at our partner schools with skills necessary to meet the unique learning needs of our youth. See our website for additional information!

**The Position:** ALLMemphis is seeking a passionate, experienced educator to join our team as the Director of Curriculum and Instruction (salary range: $70,000 - $75,000, based on experience). The major function of an ALLMemphis Director of Curriculum and Instruction is to ensure the effective implementation of our ALLMemphis curriculum by managing the ALLMemphis programs team in supporting schools and teachers through our mentorship model, make sure our curriculum is evolving with current research and best practices, assess our curriculum’s overall effectiveness in training students, and expand our menu of training opportunities.

- **Managing and supervising the programs team.** This includes oversite of the ALLMemphis mentorship model. Our mentorship model includes weekly instructional walkthroughs, bi-monthly teacher video observations, professional development, fidelity checks, and working directly with administration to support the ALLMemphis implementation. The Director of Curriculum and Instruction will coordinate with partner schools to use data to guide student support, while keeping the administration engaged and informed on student progress.

- **Develop and coordinate implementation of curriculum.** The Director of Curriculum and Instruction will plan, organize, and conduct teacher and staff professional development. Responsibilities include keeping current with new research on best practices of multisensory foundational literacy instruction and working with the Executive Director to make appropriate changes to our curriculum in order to enhance the development of a teacher’s skill set and the student learning experience. The Director of Curriculum and Instruction will work closely with the ALLMemphis program staff to keep them abreast of current research trends.
• **Assess effectiveness of curriculum.** The Director of Curriculum will work with the Director of Evaluation and University of Memphis to determine whether teachers and students are showing continuous growth and achievement. Additional responsibilities include developing procedures for teachers to group, place, and assess students within our curriculum and ensure students are learning at their instructional level.

• **Develop expanded training opportunities.** The Director of Curriculum and Instruction will evaluate our current training program and work with accrediting agencies to determine how to have our curriculum accredited. Additional responsibilities are to develop more general training opportunities to serve schools, teachers, and parents in the community who might not be ALLMemphis partners.

• **Collaboration with the Executive Director.** Ensure programmatic needs are met and participate in strategy and planning of programs outcomes, assist with cultivation of new partners.

• **Team Administration Duties:** As needed, to contribute to the overall needs and growth of ALLMemphis.

**Required Qualifications:**

- Doctorate degree preferred, Master’s degree required
- Research experience and experience with data-driven instruction
- Experience managing and overseeing Response to Intervention (RTI)
- Experience managing a team
- Experience teaching foundational literacy skills
- Strong attention to detail
- Experience with developing, presenting, or implementing staff development / mentoring teachers / curriculum development
- Experience working with diverse populations and stakeholders
- Experience working in education and/or special education
- Ability to work independently, tackle communication, and maintain accountability for self and others
- Desire to work with a high-performance, collaborative, constructive peer group
- Commitment to ALLMemphis’ mission and values, as well as a passion for educational equity
- Strong communication skills
- Solutions oriented
- Dedication to continuous improvement of self, program, and organization at large
Desired Qualifications

- Keen sense of education landscape in Memphis
- Professional development in the area(s) of:
  - Peer observation, coaching, and mentoring skills
  - Special Education
  - Multisensory language instruction (Orton Gillingham)
  - Curriculum development
- Experience working the Memphis charter school space

To apply, please send a one-page cover letter & resume to Carl Schneider (cschneider@allmemphis.org) with ‘Director of Curriculum and Instruction’ in the subject line.

ALLMemphis is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. There is more work to be done but with the contributions of our employees, partners, and community we can build an inclusive culture that celebrates the diverse voices that make our Memphis community so powerful.