

Leadership Posting

Director of Curriculum and Assessment Hong Kong International School *Hong Kong*

Application Deadline: September 13, 2019

Start Date: August 2020

POSITION DESCRIPTION

Job Title:	Director of Curriculum and Assessment
Department:	Schoolwide
Direct Reports:	Curriculum Leaders, Instructional Coaches
Reports to:	Associate Head of School
Effective Date:	August 2019

JOB SUMMARY

Provide overall leadership in developing, implementing, assessing, and improving curriculum and assessment across the school, ensuring that the Christian educational mission, high quality of education and HKIS's Student Learning Results and strategic objectives are embedded into the curriculum and are achieved. Serve as a R-12 administrator in the appraisal process for faculty. Leads in the development and administration of a strategic professional development program for faculty on a schoolwide and individual basis.

KEY AREAS OF RESPONSIBILITY

	Responsibility Area
1	<p>Curriculum Development and Implementation</p> <p>Provide leadership in developing and implementing curriculum strategies and processes aligned with the school mission, Student Learning Results (SLRs), strategic objectives and 'The Understanding By Design Curriculum Framework'.</p> <p>Collaboratively and proactively work with and support principals and teachers to ensure the written curriculum is delivered consistently in classrooms.</p> <p>Support the facilitation of the systematic review and analysis of curriculum, ensuring that the curriculum is well articulated within and between divisions, and that the strategic objectives are embedded in curriculum and related assessment and instructional practices.</p>
2	<p>Student Assessment</p> <p>Lead in the development of multiple methods of measurement of student achievement, ensuring that assessment instruments used to achieve the curriculum objectives are aligned with the school's assessment philosophy and best practice.</p> <p>Collaborate in continuous improvement and alignment of assessment with curriculum and instruction according to the Understanding by Design philosophy.</p>
3	<p>Best Practices Research</p> <p>Ensure that curriculum is reflective of the latest research and best practices.</p> <p>Researches and makes recommendations regarding best practices in faculty professional development and instruction, collaborates with divisional administrations to respond to divisional professional development needs, and ensures that faculty professional development supports the strategic objectives, school-wide improvement plan, and annual operating plan.</p> <p>Systematically reviews the effectiveness of the school-wide professional development program, including individual faculty plans based on the latest research and make changes where necessary.</p>
4	<p>Professional Development</p> <p>Responsible for developing a longterm professional development plan aligned with the school's strategic objectives and school improvement plan and organizes relevant and timely professional development activities to ensure faculty's knowledge and skills allow for the achievement of same.</p> <p>Facilitates the continual professional growth of faculty by ensuring the school-wide Instructional Coaches are focused on individual teacher's instruction and their personalized professional growth plan.</p> <p>Develops and manages the school-wide PD budget.</p>

5	<p>Other Serve as the primary R-12 administrator in the appraisal process for faculty as designated by the Associate Head of School.</p> <p>Assist with budget development for professional development, curriculum and assessment.</p> <p>Provide other leadership and support, as needed, for the effective operation of the whole school.</p>
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MINIMUM REQUIREMENTS AND QUALIFICATIONS	
Education:	<ul style="list-style-type: none"> • Advanced degree and/or certification in curriculum and instruction, educational leadership or educational administration
Experience:	<ul style="list-style-type: none"> • Successful experience in a key leadership role as an administrator, curriculum leader or part of a leadership team • Proven experience in curriculum and assessment development, Understanding by Design, action research, instructional improvement • Previous experience in an international school and familiarity with American educational system preferred
Required Skills:	<ul style="list-style-type: none"> • Solid conceptual and applied knowledge of current research and trends in curriculum, assessment for math and science. • Group leadership skills, including a repertoire of strategies for involving people in decisions and building teams. • Strong interpersonal and communication skills • Ability to work collaboratively with a diverse group of administrators and teachers • Demonstrated success in working with teachers in professional learning communities on continuous improvement initiatives • Strong organizational and time management skills. • Flexible, positive and contributing member of a school leadership team. • Skillful at using technology and assessing its integration within curriculum. • As a school grounded in the Christian faith, we hire Christian teachers and administrators as well as those of other faiths. HKIS seeks to hire candidates who are interested in the complex questions of faith and spirituality and who are keen to learn and interact with others of different faith traditions.
Competencies	<ul style="list-style-type: none"> • Leadership (leading, deciding, initiating, taking action, supervising) • Collaboration & Teamwork (supporting, cooperating, building school climate and team spirit) • Communication and Interpersonal Skills (relating, interacting, presenting, persuading and influencing) • Vision & Strategic Planning (creative, innovative, forward thinking, change oriented) • Organizational Management (planning and organizing)

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Instructions

Please email all applications to recruitment@hkis.edu.hk for attention to Ms. Beatrice Lam, Compensation & Benefits Manager.