

Leadership Posting

Director of Curriculum Kelem International School *Addis Ababa, Ethiopia*

Application Deadline: January 31, 2020

Start Date: July 2020

Vacancy Announcement
Director of Curriculum
Kelem International School (KIS) PreK- G8
Addis Ababa, Ethiopia

Kelem International School is a preK-G8 school that was originally established under the Swedish Embassy in Ethiopia in 1946 but reopened as an independent not-for-profit school in July 2019.

We are currently seeking a Director of Curriculum, available for starting with us no later than 1st July 2020.

Our vision is to become a collaborative center of learning in Ethiopia, where each and every child becomes a confident and self-realized global citizen.

Our mission is to facilitate the realization of every child's full potential and develop resilient, curious, open-minded and reflective students who are able to express themselves fully and effectively. We wish to enable our students will think critically, analyse and creatively solve problems to be adaptive in a rapidly changing world.

Our school will foster in the minds of our students that learning is a life-long endeavor, setting the example by the continued professional development of our teachers and staff. Our school aims to produce responsible and compassionate global citizens, with respect and recognition of the rich heritage of our host country, Ethiopia.

Currently the student-body of 198 represent 27 different nationalities and the 21 teaching staff 4 nationalities, while majority of the teachers are Ethiopian.

Kelem International School will start adopting international curriculum for G1-8 and International Early Years Curriculum for KG and has started the process of being accredited by AdvancED. We are in the process of developing the international curriculum of the school and in enhancing a student centered teaching methodology and we need solid leadership in helping us to do so.

Primary Responsibilities

The role of Director of Curriculum is to lead the development of, manage and oversee all curricular aspects of PreK-G8 learning, and to plan for and implement professional development activities for the teachers in the school. The Director is expected to align all aspects of curriculum, instruction, assessment, and professional development with KIS's Vision and Mission as well as with international standards. The Director of Curriculum reports to and works in close collaboration with the Principal.

Job specifications:

The Director of Curriculum will in particular:

- Take leadership in developing the international curriculum design of the school aiming for a harmonized approach based on student-centered teaching methodologies, ensuring research-based best practice is used to guide the work
- Take leadership in integration of instructional technology, diagnostic testing, and data analysis
- Provide reviews of curriculum content to assure high quality and content that aligns with our student's outcome needs to meet international standards
- Hold regular curriculum planning meetings with the team leaders
- Monitor and provide quality control for the school curriculum, with the ultimate aim of aligning all units to our mission and definition of learning
- Strategically design and coordinate the school's professional development calendar so that it aligns to our mission and definition of learning
- Be responsible for evaluations for teachers
- Direct international assessments and reports for students
- Lead the school's drive to align assessment practices with our mission, definition of learning
- Present key initiatives to the Board
- Work closely with Principal and Vice Principal of the school

Required Qualifications and Experience:Essential

- Advanced degree and/or certification in curriculum and instruction
- Minimum of five years of successful teaching experience at PreK to G8 level and Teaching License
- Demonstrated knowledge and skills in international curriculum and standards development
- Experience of leading teams and supporting teachers professional development
- Experience of program/initiative implementation
- Skilled at using data to improve learning

Preferred

- International school experience
- Experience of "Common Core" International Curriculum and Early Years Curriculum (IEYC) from Fieldworks Education

Skills and qualities:

- Collaborative team player
- Creative thinker with growth mindset
- Flexible and adaptable
- Sensitive to intercultural settings and understanding of different cultures
- Highly organized and outcome oriented

- Well-developed interpersonal skills
- Excellent verbal and written English skills including excellent facilitation skills

Benefits will include:

- Housing allowance
- Medical insurance
- Visa
- Annual flights
- A 2-year contract of employment, with the possibility of renewal

The position will be compensated with a competitive salary based on school standards of pay and commensurate with the candidate's qualifications and experience.

Application:

Application DL 31 January 2020.

Interested candidates are asked to submit the requested materials listed below directly to the HR and Admin Manager Tazebeyachew Sintayehu at hr@scsaddis.com
Contact number for any enquiries: +251 911259055 Bereket Gezahegn.

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position. Discuss specific talents and skills which you can contribute and tell us also how you have or will successfully aligned classroom practices with mission and vision statements such as our's.
- A current resume not to exceed two pages
- A statement of educational and leadership philosophy (maximum 2 pages)
- A one-page list of references with phone numbers and email addresses
- A maximum of three relevant letters of reference which may already be in your possession.

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Instructions

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