



POSITION

Director of Curriculum and Instruction and Federal and Special Programs

MAEF Public Charter Schools (MPCS)

Mobile, Alabama

Reports Directly to: Superintendent/Head of Schools

Salary: \$100,000.00 - \$110,000.00 a year

- Performance Incentives based upon network academic performance

Position Overview

ACCEL Academy, recognized throughout for its forward-thinking and progressive culture, is seeking a Director of Curriculum and Instruction and Federal and Special Programs. The Director of Curriculum and Instruction and Federal and Special Programs sets the strategic vision and direction for the instructional framework and pedagogical approach to ACCEL's academic programs and is a key lever in accomplishing the network's academic goals. The Director provides leadership, direction, and guidance for academic success for all students and is responsible for supporting the instructional leadership of the middle and high school programs. This includes providing oversight for curriculum and instruction, coaching teachers and leaders, leading professional development, leading data-driven decision-making, and managing all academic assessments. Additionally, the Director of Curriculum and Instruction and Federal and Special Programs provides leadership, direction, and guidance of all entitlement and state programs to accomplish the network's academic goals. The candidate will also oversee the development of both special and comprehensive program plans, implementation of planned programs, and monitoring of budgets in accordance with established federal, state, and local policies.

Essential Functions

- Supervises Instructional Coaches.
- Guides the day-to-day instruction of the school, setting the vision for where the school needs to go academically, with collaboration, support, and guidance provided by the Superintendent.
- Coordinates with the school leaders to ensure that all student services, including special education and a Multi-Tiered System of Support (MTSS), are implemented in compliance with state and federal law.
- Provides leadership and modeling for teachers in instructional practice, including intervention and differentiation; backward-design unit and lesson planning processes; and data analysis cycles.
- Ensures all school schedules are aligned with the Network expectations.



- Collaborates with the principal and counselors on individual graduation and college planning work.
- Possesses a clear and effective pedagogy that embodies our belief that instruction must be engaging, relevant, and rigorous; ability to clearly communicate this pedagogy with both teachers and external stakeholders.
- Develops academic support programs as needed to meet students' needs.
- Leads weekly professional development and team meetings based on teachers' needs.
- Serves as the staff liaison and leader for the school's accountability meeting that meets monthly.
- Actively participates in hiring academic teachers in collaboration with school
- Provides focus and direction for the Federal State Grants Programs and utilization.
- Informs, interprets, and recommends the effects of current and impending federal legislation.
- Plans with professional staff to utilize funds available to the schools through the various federal programs.
- Makes routine visits to schools to provide input and give feedback.
- Prepares an annual report for the Network summarizing the Federal and State Programs.
- Provides guidance and supervision for the Child Nutrition Program.
- Conducts staff development on federal laws and procedures for principals, teachers, and other staff as needed.
- Provides staff with professional development opportunities; advises and consults with staff.
- Manages personnel administration duties, including hiring, evaluating, assigning special duties, monitoring attendance, travel reports, and granting leave.
- Stays current on all guidelines, requirements, and procedures for submitting state and federal projects.
- Provides current reports regarding federal and state projects to the Superintendent, Principals, Board Members, and parents as they become available.
- Coordinates, implements and supervises the Federal Programs program activities in accordance with the Network's Consolidated Application.
- Monitors implementation of projects as outlined in project timelines.
- Updates the Network Plan to ensure all goals and objectives meet guidelines and are aligned with the academic needs of students in the district.
- Attends all federal and state program training institutes as needed or recommended.
- Develops, monitors, and coordinates all federal and state budgets and budgetary reports and the filing of these reports on a timely basis with the appropriate granting agencies.
- Participates in the annual budget development activities for state and federal programs.
- Administers budgets and ensures that programs are cost-effective and funds are managed prudently.



- Monitors and tracks expenditures of state and federal-funded projects for accuracy and compliance.
- Secures grant opportunities through local, state, and governmental entities.
- Provides leadership for the school's Multi-Tiered Systems of Support (MTSS) team.
- Acts as a liaison among administrators and other appropriate personnel in coordinating all state and federal resources to ensure student academic needs are met.
- Obtains and uses evaluative findings, including student achievement data, to examine curriculum and instruction program effectiveness.
- Completes annual application and evaluation program.
- Recommends changes needed to improve the program.
- Evaluates all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the district's needs.
- Monitors and supervises all special programs.
- Effectively completes compliance monitoring that includes but is not limited to high risk, on-site, self-assessment, desk review, and technical assistance monitoring.
- Ensures that the LEA is meeting statutory program and fiscal requirements for categorical programs.
- Performs other duties as assigned by the Superintendent.

Ability to:

- Effectively direct, plan, implement, and evaluate programs in a school-based environment.
- Exhibit strong leadership and interpersonal skills with the ability to effectively build partnerships, lead people and provide direction.
- Display knowledge of federal and state accountability systems.
- Ability to interpret policy and procedures.
- Communicate effectively with students, staff, and the public from diverse cultural, social, economic, and educational backgrounds.
- Collaborate with colleagues and contribute to a diverse workplace through ideas and experience.
- Possess computer proficiency in Microsoft Suite including Word, Excel, and PowerPoint as well as software applications relevant to area of responsibility.
- Display excellent time management, project management, and ability to prioritize work.
- Be flexible and adapt as needed between in-person work environments.

Required Qualifications:

- Excellent written and verbal communication skills.
- Experience with teacher coaching and evaluation.
- Highly collaborative, results-oriented, adaptable, problem-solving self-starter.
- Embrace the use of data to inform instructional planning and practice.



- Comfortable using Microsoft Excel, sharing and analyzing student performance results, and having humility in constantly working to improve instructional practices.
- Experience in standards-based, backward planning.
- Master's degree from an accredited educational institution. Certification in Leadership, Administration, or Supervision.
- 5 years of supervisory and/or administrative experience with federal funds, including a focus on Federal Programs required.
- Experience in program development, assessing the effectiveness of acceleration programs and services required.
- Must meet background clearance requirements.

Terms:

Twelve (12) month, 240-day contract with salary as established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

Salary: \$100,000.00 - \$110,000.00 a year

- Performance Incentives based upon network academic performance

Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply by adhering to the following steps:

1. Email your resume and cover letter to:
jobs@accelacademymobile.com.
Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.
2. All correspondence regarding your application will be emailed to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify “@accelacademymobile.com” addresses as “safe” so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to
jobs@accelacademymobile.com.

Candidates will be evaluated according to their qualifications and professional accomplishments with an emphasis on adherence to the application process.



The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I can perform this position's essential functions with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____