

The Fletcher School

Gr K-5 Academic Affairs Coordinator

The Fletcher School is a non-profit, independent school offering a comprehensive educational program designed to build the academic, social and emotional competence of students with specific learning disabilities and/or ADHD. The program enables students in grades K-12 to experience success and embrace their unique talents. The Fletcher School program offers a student to teacher ratio of six to one (6:1) and is based on the principles of the Orton-Gillingham approach to teaching reading, writing, spelling, math, and all subject areas as part of a total language system. Instruction is sequential, cumulative, and repetitious in order to achieve mastery and ensure success for the student.

Job Summary

The Academic Affairs Coordinator works with the Division Head and School administration to ensure the academic success of students and the professional growth of faculty.

Primary Duties and Responsibilities

The Curriculum Coordinator will:

- Actively support the mission of The Fletcher School in the execution of his/her role and responsibilities.
- Work with the Division Head and faculty in developing and articulating a uniform, detailed curriculum, including vertical and horizontal linkages of curriculum and a commitment to current pedagogy.
- Oversee the curriculum to ensure student success and the excellence of all academic programs at the school, suggest recommendations to administration regarding problems or oversights, and spearhead new and innovative programs.
- Oversee assessment administration and assist teachers in matching appropriate assessment instruments to meet curriculum objectives.
- Assure uniformity in assessment, parent reporting, and academic standards.
- Observe teachers in their classrooms and offer insights for the enhancement of effective instruction.
- In collaboration with the Director of Educational Technology, build and coordinate the educational technology program.
- Assist with planning professional learning communities as part of professional development opportunities.

- Remain knowledgeable about national standards and state mandates regarding curriculum.
- Participate in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.
- Assume responsibility for other projects as assigned by the Division Head.

Qualifications

- Bachelor's degree; Master's degree in education preferred
- Successful track record of collaboration, curriculum assessment and design across grades, teacher evaluation, and working with a wide range of learners
- Strong understanding and practice of educational technology
- 10 years' teaching experience
- Outstanding interpersonal, written and oral communication skills
- Exceptional skills in presenting and teaching
- Excellent organizational and time management skills
- Strong work ethic and high level of integrity
- High-energy and enthusiastic about working in an academic atmosphere

The ideal candidate will hold a degree in Special Education with a focus on Learning Disabilities, a degree and/or experience in curriculum development across grades K-5, Orton-Gillingham certification at the Associates level or above, and a proven successful track record in a supervisory role.

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School is an equal opportunity employer. In accordance with all applicable state and federal laws and regulations, the School considers applications for employment without regard to race color, age, sex, national origin, religion, creed, handicap or disability.