

**South Valley Prep  
Dean of Curriculum, Instruction, and Assessment**

**Job Announcement**

South Valley Preparatory is looking for smart, committed, hardworking, people who are interested in efforts to improve the education for students and families in the Southwest quadrant of Albuquerque. We are looking to hire creative, energetic educators who are enthusiastic about doing things differently with a focus on community.

***South Valley Prep Middle School Mission Statement***

At South Valley Preparatory School, our mission is to provide a small, safe and unique family learning community where students are prepared for high school and beyond.

***Minimum Qualifications***

5 Years Teaching Experience  
Outside of the box thinker

***Preferred Qualities***

- Experience in grades 6-8 preferred
- Experience developing and implementing school systems
- Experience in performance assessment
- Experience successfully working with low-income students of color including knowledge of curriculum and programs that foster academic achievement and high expectations of diverse student populations.
- A strong commitment to social justice.

***Compensation***

Salary and benefits are competitive and dependent upon prior experience.

***For Consideration, applicant must submit:***

- A letter of interest addressing the qualification and experience
- A current curriculum vitae/resume
- 3 references- direct supervisors preferred

***Dean of Curriculum, Instruction, and Assessment***

The Dean of Curriculum, Instruction, and Assessment is the instructional leader of the school. This staff member is responsible for ensuring that teachers are prepared to execute the highest quality of instruction. The chief responsibilities for the Dean of Curriculum, Instruction, and Assessment are the development, implementation,

and assessment and academic interventions. The Dean of Curriculum reports directly to the Executive Director.

### ***Primary Responsibilities***

- Provides leadership in the ongoing development, improvement, and evaluation of curricula, instruction, and assessment
- Coaches faculty on instructional methods
- Leads professional development sessions on Reading and Math interventions, Performance Assessments, and data driven instruction
- Analyzing programmatic effectiveness and identifying opportunities to leverage the school community to improve student academic performance, (i.e. reading and math interventions, community engagement.)
- Manages and desegregates the student data systems
- Coordinates and trains staff on standardized assessments administration
- Creates formal reports to the Governing Board, Department of Education and Charter School Division on student academic performance
- Facilitates data analysis sessions
- Serves as a resource for the faculty and partners on assessments
- Provides comprehensive reports on academic outcomes
- Analyzes programmatic effectiveness of Curriculum, Instruction and Assessment
- Develops and coordinates the evaluation of academic programs
- Serves as a consultant in developing, administering and reporting statistical studies and analyses made in the school
- Attends and participates in school board meetings regarding curriculum, assessment, and data points
- Maintains school assessment records and annual student records
- Authorizes student schedule changes
- Provides assessment data to staff and community.
- Communicates to appropriate staff definitions, timelines, formats, etc., for completing curriculum and assessment activities and compiling data
- Assists teachers in integrating instructional technology
- Guides faculty in the appropriate differentiation in curricula and instruction
- Assists teacher in designing and implementing appropriate strategies to support all students
- Development of master schedule utilizing SVP foundational processes and values
- Researches new and innovative curriculum practices
- Collects data for state and federal reports and assist in reporting processes
- Assists in providing content for the school website
- Engages with students and teachers 50% of the day
- Performs other duties assigned by the Executive Director

### ***How to Apply***

All applicants will be screened based on desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All other applications will be placed in a talent bank for future consideration.

Please submit all requested materials to:

Moises Padilla  
Executive Director  
Moises.padilla@southvalleyprep.org

Position will be open until filled.

No phone correspondence please

At South Valley Prep, we don't just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. South Valley Prep is proud to be an equal opportunity workplace and is an affirmative action employer.