



### Mission

All students draw upon their passion, motivation and life experience to become independent, adaptive problem solvers, powerful thinkers, effective communicators and meaningful contributors to the larger community. Our school community is committed to leveraging every resource to ensure all students are prepared for college and career success.

### Responsibilities

Mariana Bracetti Academy curriculum coordinators actively encourage excellence for all teachers and students. They strive to create an environment that nurtures as it challenges. Curriculum coordinators work purposely and relentlessly to support the attainment of student learning goals through teacher development and school stewardship. To achieve this vision, Mariana Bracetti Academy curriculum coordinators focus on four primary goals:

- **GOAL 1: *Set Vision and Direction***
  - Curriculum coordinator establishes a clear vision that is aligned with our school learning goals and curricular goals and priorities (i.e., curriculum framework, scope and sequence guides, cornerstone assessments, and summative assessments). Curriculum coordinator takes outcomes-driven actions to maintain alignment with this vision and develop teachers to be similarly vision-driven.
- **GOAL 2: *Organize, Plan, Execute***
  - Curriculum coordinator is able to organize, prioritize, track, and manage workflow and resources.
- **GOAL 3: *Influence and Motivate Teachers***
  - Curriculum coordinator draws on understanding of others to achieve desired outcomes and inspire action through shaping beliefs and behaviors. Curriculum coordinator becomes known as an authentic and clear communicator.
- **GOAL 4: *Learn and Continuously Improve***
  - Curriculum coordinator strives to continuously develop and better self, teams, and school.

### Duties

- Regularly attend and actively participate in *curriculum coordinator meetings* to collaborate with colleagues regarding curriculum-specific and school-wide concerns.
- Prepare for and lead *curriculum team meetings* to collaborate with colleagues on student progress toward learning goals, unit plan design, and student work.
- Regularly attend and actively participate in *on- and off-site professional development* to direct and inform teacher and leader improvement.
- Purposefully utilize prep periods to *identify student achievement gaps* and *adjust learning plans* appropriately.
- Work with director of student data and assessment to *design diagnostic, formative, and summative assessments* and *analyze student data*. Work with director of teaching and learning to *design cornerstone assessments*, including *common rubrics, anchors, and exemplars*, and *troubleshooting guides*.

**Qualifications**

- Hold a bachelor's degree from an accredited educational institution.
- Meet the highly qualified teacher (HQT) requirements for one's teaching assignment, including the appropriate Pennsylvania certification(s) and Praxis exams.
- Possess the necessary clearances, including a current FBI clearance, Pennsylvania criminal background check, and child abuse clearance.
- Demonstrate a record of consistently high teacher performance which results in significant and measureable student achievement gains.
- Demonstrate an ability to design high quality assessments and effectively analyze student data.