

Job Title: Curriculum and Instructional Specialist

Supervisor: Director of Curriculum, Instruction, and Assessment

Employment Terms: 12 Months

Salary Range: \$79,136.53 - \$99,142.61

Location: West-MEC Corporate Office
5487 N 99th Ave
Glendale, AZ 85305

Skill Sets:

- Community Outreach
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

The Curriculum & Instructional Specialist focuses on the improvement of student learning opportunities through the provision of instructional leadership. Responsibilities include curriculum and assessment development, instructional coaching and the development of teaching staff. This position serves as a member of the instructional leadership team charged with responsibility for planning, implementing, and evaluating educational experiences relevant to the needs of the student population.

Essential Duties and Responsibilities:

- Assists in establishing and maintaining an effective learning climate
- Facilitates the development of instructional guidelines and policies
- Assists teachers in embedding all four components of the CTE Delivery Model into their programs
- Provides instructional coaching
- Assists in reviewing and evaluating the effectiveness of teaching methods and work activities
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance
- Participates as needed in the development and refinement of central programs and their advisory councils
- Assists in the planning, development, field-testing, and evaluation of curriculum and assessments
- Provides in-service training designed to support the implementation of newly developed curricula, aligned assessments, and relevant instructional skills
- Administers curriculum alignment and compliance of West-MEC programs
- Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals

- Participates in meetings, workshops, and seminars for the purpose of conveying and/ or gathering information required to perform functions
- Manages group behaviors to achieve consensus
- Facilitates communication between personnel, students and/ or parents for the purpose of evaluating situations, solving problems and/ or resolving conflicts
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, quality, and equity for staff and students
- Performs other duties as assigned or required

Knowledge and Skills:

- Skill in applying and implementing leadership techniques
- Ability to mentor teachers
- Ability to work with teachers in the development of curriculum and assessments
- Skill in preparing and managing a Career and Technical Education lab setting
- Skill in effective communications while interacting with supervisors, staff, students, and others
- Skill in establishing and maintaining effective working relations with co-workers, students, parents, and stakeholder
- Skill in operating instructional technology and educational related software

Requirements:

- Arizona CTE Teaching Certification required
- Fingerprint clearance card required
- 5 years of successful experience as a CTE Teacher OR any equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved
- Ability to communicate effectively with students, parents, colleagues, and administration
- Maintains a high level of ethical behavior and confidentiality of information
- Ability to ensure that the mission and vision of West-MEC are achieved within established guidelines, timeframes, and budgetary constraints
- Must be able to pass a fingerprint and background check
- May be required to work outside normal working hours
- Must have at the time of application and must maintain a valid Arizona driver's license
- May be required to travel to perform job functions

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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