

Kreiva Academy Public Charter School, a project- and competency- based middle and high school in Manchester, New Hampshire, is seeking an **Academic Coordinator** for the **2022-2023 school year**. The ideal candidate will have:

- A minimum of 5 years teaching experience in middle or high school preferably in a project-based or competency-based school
- Management experience
- Curriculum development expertise in middle and/or high school or related experiences and training
- Background/training in diversity, equity, and inclusion
- Expertise in using student information systems
- Prior experience with school/DOE information systems
- M.Ed. in Curriculum Development or related field and/or NH Curriculum administrator license

Key Job Responsibilities:

- Management of academic program alignment with school vision and mission
- Responsible for annual updates and publication of program of studies
- Analysis of schoolwide assessment data to inform academic program
- Participate regularly in school meetings, including but not limited to weekly content or student support meetings, student-specific meetings such as IEP meetings, schoolwide assessment reflection sessions, and professional development sessions
- Coordination of teacher absences and substitutes
- Management of instructional supply budget and ordering of resources as needed
- Management of master schedule
- Coordination of professional development and PLG work
- Meet with administration regularly to provide input on day-to-day operations, professional development, and calibration with school mission and vision
- Meet regularly with Americorps members and support their professional development, increase instructional and behavioral management skillset, provide coaching around program delivery techniques, and manage professionalism or team dynamics

Current authorization to work in the United States. Candidates must have such authorization by their first day of employment. Must be able to pass a background check.