Curriculum Coordinator

Colegio Maya – Ciudad de Guatemala, Guatemala

Colegio Maya seeks an experienced Coordinator of Curriculum and Staff Development to begin in August of 2015.

School Details

Colegio Maya, founded in 1958, is a private nonprofit, nonsectarian, coeducational day school, which offers an educational program from nursery through grade 12 for students of all nationalities. The school year comprises 2 semesters extending from the second week of August to the third week of December and from the second week of January to the first week of June.

Organization: The School is governed by a 9-member Board of Directors elected for 2-year terms by the Colegio Maya Association. Membership in the association is automatically conferred on the parents or guardians of children enrolled in the School.

Curriculum: The School offers a complete U.S. curriculum. Spanish is required for one class period daily for all students. Placement in Spanish classes is determined by the student's level upon enrollment. All other instruction is in English. Graduation requirements include language arts, science, math, social studies, world language, physical education, and several electives. Presently special services offered are for mild learning disabilities and English-as-a-Second-Language (ESL). The student activities program is an integral part of the curriculum and is treated as such by the administration and staff. The school is accredited by AdvancEd and by the Guatemalan Ministry of Education.

Faculty: In the 2014-2015 school year, there are 48 full-time faculty members including 37 U.S. citizens, 2 third-country nationals, and 9 host-country nationals.

Enrollment: At the beginning of the 2014-2015 school year, enrollment was 367 with the following demographic: 20% Guatemalan, 20% Korean, 24% US, 36% from other countries.

Facilities

The school is located on the outskirts of Guatemala City. The facility includes several buildings which serve the early childhood, elementary, middle and high school students. In addition, the gymnasium complex includes a large multi-purpose room, 4 middle school classrooms and a cafeteria. Within the school facilities there are science laboratories, a technology resource center, a high school media center, an elementary computer laboratory, a soccer/football field, and a covered outdoor court. The completely renovated and enlarged elementary and secondary library complex houses more than 21,000 volumes and students and faculty have access to more than 2,000 periodicals on line. The most recent building project, finished in 2006, provides the school with a state-of-the-art Performing Fine Arts Center, which includes classrooms for art, drama and music and a 336 seat theater complete with dressing rooms and ample set and costume storage space.
**Position Qualifications**

1. Master Degree and with course work emphasis for both teaching and curriculum and instruction. (Preferred Master Degree in Curriculum and Instruction)
2. Minimum of 5 years of classroom teaching experience and proven skills in leadership, group facilitation, organization, writing, listening and communications.
3. Experience as a curriculum director in an international school with a North American academic program.
4. Experience at the administrative level.

**Job Description**

*Reports To:* Director

*Interfaces With:* Principals, IT Coordinator, School Improvement Coordinator, faculty, and parents.

*Job Goal:*
To provide skilled leadership and effective facilitation in developing, implementing and coordinating a high standard, updated curriculum and instructional program consistent with approved Board policy, the Board-approved Strategic Plan, The Continuous School Improvement Plan, accreditation standards and annual budget constraints. To ensure that all written curriculum programs are consistent with best practice and that staff development opportunities support that curriculum.

*Performance Responsibilities:*

1. To review and maintain written curriculum goals and objectives that is consistent with the School’s Statement of Mission and philosophy and clearly understood by the faculty and parents.
2. To ensure that curriculum documents meet AdvancEd accreditation standards.
3. To assist in developing new, and revising current, curriculum to ensure both articulation and provisions for accountability.
4. To review and establish appropriate and consistent written accountability procedures that assess student attainment of learner outcomes consistent with the approved curriculum.
5. To establish, publicize and administer a school-wide staff development program that will attract large numbers of participants who seek improved skills and strategies for effective classroom instruction.
6. To write and distribute high quality documents providing faculty and parents with important information about both the School’s curriculum and instructional program.
7. To review and maintain an updated faculty curriculum reference library that will include professional periodicals, bulletins, books and other materials related to curriculum and instruction.
8. To establish a communications network that will provide a consistent flow of salient information regarding curriculum and instruction trends that are current and supported by research.
9. To assist in developing classroom teaching strategies that allow for the effective use of educational technology.
10. To support the school-wide standardized testing program including interpreting results and establishing information procedures for parents, faculty and board members.
11. To visit classrooms regularly, in coordination with level Principals, and the school head, in order to view close hand the implementation of curriculum and the use of appropriate instructional strategies, and to provide feedback to teachers, principals, and the director on the same.
12. To chair and/or assist faculty committees established for the purpose of textbook review and recommended changes.
13. To coordinate onsite graduate studies and distribute information about other graduate studies programs and summer workshops for faculty.
14. To work closely with Principals, department team leaders, and individual teachers on strategies and planning

**Salary and Benefits**

Salary and Benefits are competitive with other International Schools in Central America and include:

- Housing Allowance
- Round Trip Annual Air Fare to home of record
- Medical Insurance
- Matched Savings Plan

**APPLICATION PROCESS**

**Position Starts August 2015**

Qualified candidates should send an application at the earliest possible time. Colegio Maya will review files as soon as they are received.

Candidates should send the information requested below in the form and manner requested. All materials should be sent directly to the school itself as indicated.

- A letter of application no longer than two pages explaining your strengths and why you are interested in this particular position
- A current resume
- A one-page statement outlining educational beliefs and your leadership style
- A list of at least three, but no more than five, references, complete with current email and telephone contacts

All of the above materials should be compiled into a single PDF attachment not to exceed 5MB.

Please send application packages to shupp@cm.edu.gt