

Position Details

Job Title: Head of American and IB Curriculum

Reporting to: Deputy Director General for Academic Affairs

Discipline: System wide

Purpose of the Post:

The Head of American and IB Curriculum is responsible for the development, implementation, monitoring and evaluation of curriculum, instruction, research and assessment policies and procedures relating to the American and IB Curriculum (English, Math, Science, Humanities, Design, Arts, PE). This includes those system and site policies and procedures related to: program and course offerings; graduation requirements; curricular standards; selection of instructional textbooks, supplies and materials; instruction related research; student assessments; and, instructional staff professional development in collaboration with the ENS Professional Development Unit. As part of these responsibilities, the Head American and IB Curriculum has the responsibility to review, direct and conduct educational research for the ENS as it relates to the curricular offerings and instructional programs used in the Emirates National Schools. The position is responsible for developing and managing program of curricular offerings that provide state of the art instruction, based upon best and current research knowledge, effective teaching practice, and student curricular centered assessment. The Head of American and IB Curriculum reports to the Deputy Director General of Academic Affairs and will work collaboratively with the Head of National Curriculum, the Education Quality Auditor, Campus Directors, School Principals and Content/ Program Coordinators (IB, AP and subject) to deliver the highest quality instructional programs available, for P-12 education programs in the Emirates National Schools (ENS). The position will ensure that internal and external standards are in place that results in the delivery of high-quality educational programs in ENS and meet or exceed international benchmarks.

The ENS Curricular and Instructional Program is the responsibility of the ENS Director General as approved by the ENS Board of Directors. The ENS Board of Directors has overall authority of the program of Instruction in the schools.

Job Description

Key Responsibilities:

The ENS Head of American and IB Curriculum has the responsibility to research, design, monitor, evaluate and report on the curricular and instructional programs used in all schools. Specifically, the duties and essential functions of the ENS Head of American and IB Curriculum are to:

1. Establish and maintain policies, procedures, processes, and protocols for the development and implementation of ENS educational: programs; graduation requirements; course offerings; assessments; instructional materials; research; professional development; and ,services in cooperation with the ENS Deputy Director General for Academic Affairs and the Executive Leadership Team;
2. Develop, adopt, maintain, implement, evaluate and revise internal curriculum, course content and course syllabi standards, as necessary, to match external program authorization and accrediting agencies and professional bodies recommendations;

3. Provide leadership on curriculum and instruction matters according to the Board of Directors approved strategic plan and in harmony with the individual site strategic plans;
4. Identify strategic issues that may impact ongoing approval and authorization issues in conjunction with the Head of National Curriculum and modify appropriate curriculum to assure continued authorization;
5. Recommend future curriculum direction using the adopted Curriculum Model in consultation with the Schools Directors, Deputy Director General and the Executive Management team;
6. Oversee the Curriculum Model process, which may include the engagement of the Board, staff and volunteers, in the continuous improvement of curriculum, instruction assessment and research policies, procedures, and processes;
7. Establish annual goals and objectives in preparation for the curriculum model including assessment, selection of curricular materials, research strategies, and professional development;
8. Prepare and submit appropriate written documents and reports required based upon the adopted plan on a regular and systematic basis;
9. Maintain strong working relationship between the Emirates National Schools and all regulatory curriculum related agencies, regional, national and international, including universities;
10. Coordinate, with the Schools Director, Director of Personnel, Campus Directors and Principals, on the process for use of volunteers in the instructional process, including recruitment, selection, training, evaluation and recognition of student teachers and field service students;
11. Oversee the development of a periodic evaluation process for the curricular program. The evaluation shall include checks for validity, reliability, and process alignment against approved standards and use research related measures and procedures;
12. Develop policies and procedures for the selection, training, and evaluation of school-based professional development teams that conduct internal training using system approved processes;
13. Develop an effective and documented process for the use of the Curriculum Model;
14. Design a reporting process for reporting of student progress as measured against curricular outcomes to the Board of Directors;
15. Assist the Quality Assurance Unit with the identification, collection, review, and evaluation of curricular and instructional documentation for accreditation auditing purposes;
16. Implement curricular auditing programs that ensure content standard requirements are being taught and are part of the instructional supervision process used by Campus Directors and School Principals;
17. Collaborate with the Schools Director, Director General, Quality Assurance Unit and Executive Leadership team on ideas that improve student learning;
18. Develop partnerships with international educational research groups and universities to build create a forum on best practice and research that can be used to improve student achievement;
19. Monitor changes to international standards and adjust requirements accordingly for the ENS;
20. Develop a standard for course syllabi, including AP and IB programs that is annually reviewed, a portion of the annual induction program for continuing and new staff, and is reviewed as part of the curriculum model;
21. Assist in the development of marketing plans that guide the recruitment of new staff and students; and,
22. Prepare and provide an annual report to the ENS Schools Director General, Deputy Director Generals and ENS School Board which includes an assessment of student performance against agreed upon benchmarks for the past year and generate recommendations for the future in concert with the approved Board strategic plan.
23. Other duties as assigned by Deputy Director General of Academic Affairs /designee.

Essential Selection Criteria

Qualification and Certification: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience Requirements:

- Master's degree and additional course work beyond in curriculum, research and/or organizational development, from an accredited higher education institution, and at least 7 years educational management and supervisory experience, or an equivalent combination of education and experience may substitute, and a minimum of three years' experience as a school principal or headmaster;
- Experience in teaching adults either at the university, collegiate or professional development level;
- Proven leadership, teaming, facilitation and planning skills;
- Expertise in educational curriculum development or instructional supervision or related discipline;
- Working knowledge of the Model American Diploma Program, Achieve Standards, Advanced Placement Course Requirements, And InterAmerican and IB Baccalaureate program requirements. Appropriate experiences may be substituted for items listed above;
- Ability to adhere to ethical and cultural guidelines and represent ENS with integrity and professionalism;
- Demonstrated ability to work in a high-performing, quality-driven, team-based environment;
- Proficiency with Microsoft Office software, including word processing, spreadsheet, presentation and database applications and various research related programs including but not limited to SPSS, HLM, Regression, etc. Appropriate experiences may be substituted in the research area;
- Experience in designing, implementing and evaluating research projects and programs;
- Ability to plan, format, and execute projects and routine duties in an accurate and timely manner; and,
- Knowledge and ability to use strategic planning process skills in multiple areas.

Job Specification

Experience:

Minimum of five years teaching and minimum of seven years academic administration experience at the level of Principal or higher. Must have background in working with planning; site administration; instructional research; accreditation; curriculum modeling; assessment; technology; policy development; program review, quality assurance and evaluation; problem solving and technical report writing.

Technical Competencies:

Planning (strategic and operational), communication, research, collaboration, organizing, estimating, budgeting, training, evaluating, project management and facilitation. Excellent oral, written, presentation, and interpersonal skills are essential. Applicants must have the ability to effectively present information to domestic and InterAmerican and IB audiences, including the governing Board, school leadership, senior management, faculty, students, parents and other stakeholders. The applicant must be able to communicate effectively both orally and in writing and deal decisively with constituencies and other staff members on a daily basis.

Additional Information

Leading a Team of: Coordinators

Job Titles of Direct Reports: none

Financial Authority: Partial authority on Textbook and Instructional supplies/materials budget and on professional development budget.

Other Role Interactions: All ENS American and IB Curriiculum Staff; Students; Parents; International Staff from College Board, Cognia, and InterAmerican and IB Baccalaureate; Ministry of Education, ADEK, KHDA, SPEA