**Middle School STEM Coordinator**

**About Tech International Charter School:**

Tech International (TI) is a public charter middle school for students of the Bronx. TI uses technology and international themes to inspire young people to achieve success.

**Responsibilities:**

Reporting to the principal, the Academic and Curriculum Coordinator will have responsibility for:

* Overseeing the curriculum and instruction from implementation through evaluation
* Monitoring, and supporting teachers’ instructional and classroom management practices  
  Coordinating collaboration between the math and science teams as well as coordinate interdisciplinary collaboration
* Participate in school-wide initiatives and decision-making
* Facilitating curriculum planning and evaluating unit and lesson plans
* Promoting continuous, high-quality assessment as a means for evaluating student achievement
* Leading teachers to achieve high performance through goal setting and assessments
* Collaborating with the Principal and the Teacher Observations and Professional Development Coordinator to create a comprehensive professional development program for teachers
* Managing school-wide academic programming, including course development and academic goal setting
* Working with the school’s Director of Analytics to evaluate school performance data to make recommendations for and implement solutions to improve instructional practices and outcomes
* Overseeing and directing the activities of the Teacher Team Leaders
* Providing academic guidance to students and overseeing the grading policy
* Consulting with teachers on issues such as classroom management and teaching methods
* Overseeing the curriculum and suggesting recommendations for correcting gaps.
* Assisting teachers in matching assessment tools/methods to curriculum objectives
* Preparing quarterly reports on state of the curriculum
* Assuring uniformity in assessments, reporting to parents and academic standards
* Reviewing all proposed changes to the curriculum and providing updates on a quarterly basis
* Keeping teachers informed of current trends/research in curriculum and instruction
* Reviewing the level and type of homework and student projects

**Education, Certifications and Experience:**

* Master's Degree
* NYS Teaching License
* Building Leader Certification a plus
* Strong inter-personal and written/oral communication skills
* Experience in a similar role is required

**Equal Opportunity Employer:**

**Tech International Charter School** is an Equal Opportunity Employer and does not discriminate on the basis of any status or condition protected by applicable federal or state law.

**Compensation:**

**Tech International Charter School** offers competitive compensation based on experience. Employees also receive the benefits of a school culture, climate and environment that are open, modern, comfortable and friendly.

**To apply, please email your resume and cover letter to jobs@ticharter.org.**