



## New Position - Manager of Curriculum and Instruction

### Job Description

**Reporting Relationships:** This position reports to Chess in the Schools President and CEO and Director of School Programs. Interested candidates should send a resume and cover letter to [nalston@chessintheschools.org](mailto:nalston@chessintheschools.org).

**New Position is responsible for assisting the Director of School Programs in the leadership, management, implementation, and assessment of the School Program and TTI.**

### Work schedule

- Monday – Friday, except on holidays and weekends with scheduled CIS events

### School Program

#### *Teaching*

- Teach in at least one school, weekly, during the school year. Substitute teaching in classes for other instructors, as needed.
- Teaching duties include:
  - Preparing and presenting curriculum lessons
  - Taking attendance and adding it to our databases
  - Providing assessment activities
  - Being well-versed in social-emotional teaching and learning

#### *Instructor Management and Professional Learning*

- Assist with hiring and training Instructors for in-person and remote teaching
- Create/update job descriptions for instructors
- Assign school schedules to instructors at the beginning of each school year
- Help organize a week of professional development for instructors at the end of August in preparation for each new school year (August Blast Off)
- Organize training and professional development for CIS Instructors including, but not limited to: establishing a calendar for instructor learning experiences; mentoring and modeling pedagogical techniques at school sites; designing/co-designing formal professional learning sessions at CIS offices or remotely.
- Manage Instructor performance reviews (initial-mid-and end-of-year) using documentation from classroom visits, feedback from school-based/CIS office-based colleagues,
- Visit all schools each year (struggling schools will require additional visits)

#### *Curriculum Design, Revision, Implementation, and Evaluation*

- Reflect on curriculum in collaboration with instructors, revise curriculum based on needs of children, trends in education, feedback from schools, etc. Curriculum at CIS currently includes:
  - Teaching materials for both in-person and online learning.
  - Student assessments and surveys for evaluation



## **New Position - Manager of Curriculum and Instruction**

### *Program Management and Reporting*

- Work with outside contractors and partners
- Monitor Summer Camps
- Help produce monthly, mid-year and EOY reports for program
- Develop working relationships and improve communications with Instructors, Chess coordinators and Principals
- Innovate and monitor new programs
- Make connections and gain contact information with other after school providers/programs that operate in our schools

### **TTI Program**

*Recruit teachers, including Chess in the Schools Program schools, to participate in Teacher Training Institute workshops.*

- Organize and deliver TTI chess workshops at schools, offices and other locations, including remote events.
- Develop, manage, and maintain schedule and calendar for TTI.
- Contribute to the innovation and design of teacher training programs should TTI be reimaged or expanded (grant-dependent)

### **College Bound Program**

- Support College Bound by chaperoning or facilitating occasional activities or tournaments.

### **Tournament Program**

- Attend and support staff at tournaments, as needed.

### **Other**

- Provide Development monthly reports and information as scheduled and/or requested. Undertake and discharge other duties assigned by CIS
- Report to CIS operational, personnel or other issues which may adversely impact on Program and goals

\*This is a nonexclusive list and is not intended to limit the Manager of Curriculum and Instructor's overall responsibility for successful operation of the Program.



## **New Position - Manager of Curriculum and Instruction**

### **Basic Requirements**

- Bachelor's Degree
- 3-5 years of experience in K-12 classrooms, camps, or other informal learning environments.
- Can provide examples of experience designing and facilitating professional learning for teachers or other professionals
- Intermediate-level knowledge of chess
- Familiarity with school settings
- Excellent communicator
- Exceptional at building relationships and leading teams
- Strong project manager who is both organized and an eloquent writer

### **Nice-to-Have Requirements**

- Teaching license in NYS or elsewhere
- Degree in Education and/or Science, Technology, Engineering, or Mathematics
- Competitive Chess player with familiarity of Tournament Directing and/or US Chess Rated
- Drivers license

**Salary Range: \$70,000 - \$75,000**