



Position: Curriculum and Instruction Specialist

Position Type: Contract: 15hrs/week including Saturdays

Compensation: \$24,750 stipend per program year

Reports to: Director of the ARC

Position Description: The Alternate Route to Certification program is looking for a qualified individual to assist with continuous improvement of curriculum and instruction from August to June. This is a durational contract position with no benefits.

Responsibilities

- Work with the program Director to develop a process, rubric and instrument for ARC Instructor evaluations.
- Evaluate and support the ARC Instructors and the Saturday Seminar sessions throughout the program year.
- Conduct scheduled evaluations, document and communicate all feedback to the Director and ARC Administration in a timely manner.
- Assist in methods and foundation course alignments including common rubrics, assessments, and grading policy (and alignments with CCCT, InTASC, CAEP, edTPA, and content specific standards). Assist and monitor the alignment of syllabi and microteaching across the methods.
- Support staff with technical and program issues that arise before, during and after sessions.
- Attend all Saturday sessions at Goodwin University in East Hartford throughout the ARC program. Calendar with session dates will be provided, approximately 2 per month.
- Attend all administration meetings, monthly faculty meetings, and graduation
- Carry out the program vision and expectations through communication with staff, students and the Director.
- Other duties deemed appropriate by the Director.

Minimum Qualifications

- Certifications Required: Active Connecticut Certification in Intermediate Administration or Supervision (092), Active Connecticut Professional Teaching Certification and Connecticut TEAM.
- Minimum of five years of successful teaching experience. Three to five years of administrative experience is preferred.
- Experience teaching adult learners (andragogy) and evaluating teachers formally and informally.
- Experience in building relationships and implementing a model of continuous improvement to help teachers become successful in their practice. Ability to evaluate virtually during the evening and in person two Saturdays per month.
- Strong computer technology skills.
- Experience with online learning management platforms. Prior experience with Canvas preferred.
- Knowledge of current teacher preparation training methods, content/instructional standards and edTPA
- High degree of professionalism, etiquette, and ability to maintain confidentiality

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- Excellent written and oral communication skills and the ability to communicate with a diverse group of individuals.

Application Procedure

Applicants should email a brief cover letter describing your interest and qualifications for the position, a current resume with contact information, (3) letters of professional references and active CT Certifications to the ARC Office at: arc@ctohe.org. Applicants will be contacted if selected for an interview.

Closing Date: May 10, 2021

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