



Job Title: Manager of Curriculum and Instruction		Reports To: Executive Director
Start Date: July 2023 (There's opportunity for compensated part-time work through the spring to ensure a strong Year 2 start.)	Duration: 12 months	FLSA: Exempt
NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We opened in August 2022 with 224 students in K-5 and follow a slow growth model. In the 2023-24 school year, we will have 339 students in K – 6.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: www.sagecollegiate.org.

About the Role

The **Manager of Curriculum and Instruction** works closely with the Executive Director in establishing and maintaining a positive, warm/strict school culture in a charter school, creating a college preparatory curriculum for each grade, including the assessments and scope and sequence, and coaching teachers in classroom management and lesson creation and execution.

Like Sage Collegiate teachers the Manager of Curriculum and Instruction is accountable for the creation of strong, intentional instructional plans, embodying our core tenant 'It Takes a Village' by building strong, positive relationships with scholars and families, using data to drive instruction and individualized support, and actively engage in collaboration with colleagues and professional development to improve their practices and skills.

All Founding Staff participate in a three-week Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. The Manager of Curriculum and Instruction work closely with the Executive Director and will be a part of a hard-working, mission-driven team of educators.

Professional Responsibilities

- Create/revise a scope and sequence for ongoing courses and upcoming years of curriculum
- Create and lead data analysis for rigorous, standards-based interim assessments in Reading/English Language Arts, Math, Science, Social Studies and Writing, in all grades
- Define pacing plan and day by day scope and sequence for English and Language Arts (ELA) and Math in all grades
- Drive teacher growth at high levels through individual goal setting around classroom culture, curriculum development, lesson creation and lesson execution, and data analysis and action planning
- Build staff-wide professional development programming to lead teachers in analyzing student data highly responsive action plans that bring 100% of scholars to mastery of 100% of grade-level standards



- Design general scopes and sequences for all content areas at all grade levels that is rigorous as well as responsive to our students
- Create rigorous, standards-based interim assessments for Reading/English Language Arts, Math, Science, Social Studies, and Writing for every grade, as well as systems to evaluate the outcomes and respond to data
- Work with the Executive Director to develop, implement, and maintain every detail of the school's systems and procedures, including homework, discipline, transitions, entrance and exit, community celebrations, breakfast, lunch, and classroom culture so that Sage Collegiate is structured, ambitious, and supportive with a fiercely positive culture of zest and focus on growth and achievement
- Coach teachers on executing daily, weekly, and interim assessments and analysis, implementing highly responsive instructional action plans that bring 100% of scholars to mastery of 100% of objectives such that every single student master every single standard
- Complete other tasks as directed by Executive Director
- Actively participate in regular Professional Development, including Summer Staff Development, Grade Level Team Meetings, and ongoing Whole Team Professional Development
- Participate in additional school activities including field studies, intensive academic support sessions, and other required programs as needed throughout year
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Willingness to work hard and the flexibility to work through challenges as an independent Year 2 charter
- Complete all administrative requirements by given deadlines
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission
- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)

Professional Requirements

- Bachelor's degree is required; Master's degree is preferred.
- Minimum of two years of teaching experience in an urban public school is required.
- Valid Nevada State certification is required.
- TESL Certification preferred but not required.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



Commitment to Diversity

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

Hiring Process

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of working in a second-year public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we seek to complete the application process for candidates within a three-week timeline.

Salary & Benefits

The starting salary for this role is: \$60,000, including benefits.

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and PERS. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

Application

To apply, please email your resume to Sandra Kinne, Sandra Kinne, Founder and Executive Director at skinne@sagecollegiate.org with the subject line of the position for which you are applying.