



— A C A D E M I A —  
**CESAR CHAVEZ**  
*¡SÍ SE PUEDE!*

### Job Description

Located on the eastside of Saint Paul, Academia Cesar Chavez is a public charter school founded in 2000, serving students PreK through 8th Grade. Academia Cesar Chavez is a community-based, Dual-Language Bilingual school with a focus on honoring the lived experiences and cultural backgrounds of all students and their families through our core values of **Identity, Solidarity, Intellect, and Justice.**

## Instructional Leader: Director of Curriculum & Instruction

Department:	Executive Office
Reports to:	Executive Director
Management Role:	Manager
FLSA Status:	Exempt

## Position Overview

Under the supervision and direction of Academia Cesar Chavez's Executive Director, the goal of the Instructional Leader is to design an academic program completely aligned with the school's mission. The Instructional Leader will supervise all instructional staff, provide leadership in the coordination, planning and oversight of educational programming and curricula, oversee testing, lead professional development, scheduling, and must maintain a safe learning and teaching environment. The Instructional Leader provides recommendations on any new policies and procedures to the Executive Director for review and approval and oversees the approved academic area budget.

This position collaborates with other departments including extended day, summer program, and parent and community engagement. The goal of the Instructional Leader is to design the school's academic program completely aligned with the school's mission, values and research based best practices for the students and families that Academia Cesar Chavez has been privileged to serve.

## Responsibilities

### Academic Leadership

- Provides leadership in sustaining a safe environment with trauma informed practices
- Works with the Executive Director to recruit, screen and interview instructional staff
- Evaluates the performance of instructional staff and recommends appropriate opportunities for improvement and growth and/or employment action
- Meets regularly with the Executive Director and provides regular reports and updates on the academic area
- Monitors appropriate data collection and reporting provided by the Testing Coordinator, support staff performance and student academic achievement
- Establishes and promotes high standards and expectations for all students and staff for academic growth and performance
- Builds constructive and authentic relationships, and uses E3 Equity Empowerment Tool (Academia Cesar Chavez will train if necessary)

### Curriculum & Instruction

- Provides leadership in ensuring that the school offers a healthy mix of academically rigorous curricula, arts, music, and physical education, and implementation of other educational

opportunities to expand students' understanding their own cultural identities, histories, and funds of knowledge to recognize their social responsibility to their communities and the interconnection between all communities

- Leads Academia Cesar Chavez instructional staff to develop and deliver a bilingual instructional program, centering student's cultures and student's life experiences into core content instruction
- Vast experience in developing an anti-oppressive, culturally and linguistically responsive curriculum, and ethnic studies
- Ensures that the school has appropriate programming and social justice-oriented curriculum to meet the educational needs for the bilingual program and for students to become biliterate and bicultural
- Will ensure effective teaching by providing clarity and support for teachers as well as obtaining the necessary resources to maximize teaching effectiveness
- Lead and models the daily classroom observation protocol, provides timely feedback to teachers, and the necessary differentiated instruction for each teacher
- Performs other duties and responsibilities that are delegated by the Executive Director

## Qualifications

- 3-5 years minimum experience as Instructional Leader
- Experience developing an anti-oppressive culturally and linguistically responsive curriculum focused on intersectionality, critical consciousness, solidarity, and social justice
- Knowledgeable of instructional best practices working with Multilingual Learners
- Knowledgeable of assessments and how to analyze data to improve student performance and growth
- Excellent interpersonal and human relation skills
- Culturally-responsive leader, be able to work on a team and also able to work independently
- Functionally and technically competent in skills necessary for this position
- Bilingual and biliterate in Spanish and English
- Must be able to travel for appropriate conferences and meetings

## Skills & Traits

Candidates must:

- Possess significant self-awareness and self-motivation
- Be dedicated to doing whatever it takes to support teachers in promoting academic success in their students
- Demonstrate alignment with the educational philosophy and core beliefs of Academia Cesar Chavez
- Exercise sound judgement and function effectively under tight deadlines

## Schedule

This is a 12-month position annually, from August to July. The typical work day is from 7:15am to 3:15pm, Monday through Friday, with additional evenings and weekends as necessary to assist with staff meetings, school events, conferences, and professional development.

## Compensation

Competitive salary for this position is based on skills and experience of the candidate, with reviews and adjustments occurring annually. A comprehensive benefits package is included.

To apply, please email your resume, cover letter, and references to [hr@cesarchavezschool.com](mailto:hr@cesarchavezschool.com)

**Academia Cesar Chavez**

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Academia Cesar Chavez is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.