

SUMMERS-KNOLL SCHOOL

Ann Arbor's Premier Project-Based Education

Curriculum Coordinator

Summers-Knoll School (SK) seeks diverse individuals to add to our team. SK celebrates diversity enabling it to create a unique group of educators who collaborate together to create a curriculum that teaches its students self-efficacy, global empathy, analytical thinking, agile communication, and entrepreneurship.

Position Summary

Summers-Knoll School, a Preschool - 8, project-based and place-based, independent school in Ann Arbor, Michigan, has an exciting opportunity for a curriculum coordinator.

The curriculum coordinator is responsible for providing instructional leadership across subject areas focused on the integration, development, and delivery of project-based learning and curriculum standards. This position leads professional development regarding curriculum and instruction along with one to one and whole school coaching. The curriculum coordinator reports directly to the head of school and is an ambassador of the school's vision and mission.

Position Responsibilities:

- Serves as a resource in curriculum and instruction across subject areas.
- Develops, coordinates, and monitors academic programs and oversees updates to the curriculum.
- Provides input for the Teaching and Learning budget.
- Previews new instructional materials and arranges for piloting by teachers.
- Collaborates closely with homeroom and specialists to vertically align coursework between grades.
- Practice clear, timely, and professional communication with teachers and administration.
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships.
- Attend professional development opportunities with reflection on instructional practices.
- Attend weekly staff meetings and other meetings as requested.
- Other duties as assigned.

About Summers-Knoll School

- SK prides itself on knowing kids well, due to low student-to-teacher ratios and small school size.
- SK has a focus on project-based and place-based learning.
- SK emphasizes preparation of students for success in school and in life.



Ideal candidates will possess and demonstrate, at a minimum, the following:

- Teaching certification and a minimum of 3 years elementary teaching experience. Bachelor's degree in teaching and or curriculum development. Master's degree in curriculum development preferred.
- Experience in Preschool - 8 curriculum development.
- Successful teaching experience at more than one grade level, experience in staff development work, and successful leadership experience.
- Excellent writing and public speaking skills, outstanding organizational and planning abilities, strong ability to work effectively with individuals and groups, knowledge in the area of instructional methods and theory, desire to serve as a team player, ability to facilitate groups, problem solving, and conflict resolution skills, strong leadership skills.
- Experience in project-based teaching practices.
- Strong philosophical alignment with progressive practices.
- Values the outdoors as part of a child's educational experience.
- Successful teaching experience in a project-based and progressive school environment is a plus but not required.

Physical Requirements

- Ability to work in an office environment / outside environment.
- May require extended time outside of school for events or projects.
- COVID-19 vaccination is required.

TO APPLY, please submit the following documentation, in one complete PDF document via email to Johnathan Letcher at jletcher@summers-knoll.org.

- An updated resume
- Cover letter
- Three recent professional references that we may contact

Compensation: Salary is very competitive and commensurate with experience, education level, and cost of living in our community. Summers-Knoll provides health insurance for full-time staff with optional offerings of dental and vision. We also offer a significant discount on tuition for employees' children.

This document provides the essential information of the position but is not intended as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Summers-Knoll School is an Equal Opportunity Employer.