

Curriculum Supervisor, World Languages

Curriculum & Instruction

Other - Position - Valid PA Certificate

Job Number 4600237759

Start Date

Open Date 10/06/2021

Closing Date 03/31/2022

The position of Curriculum Supervisor - World Languages is responsible for maintaining, improving, and developing World Language education in grades K-12.

The Curriculum Supervisor - World Languages oversees curriculum specialists and clerical staff.

Reports to Executive Director of Curriculum and Instruction

Salary

Support Administrator Salary Schedule, Level 3 Step 1 (starting at \$96, 943)

Qualifications

- Masters Degree and **certification in Curriculum and Supervision** (Doctoral Degree preferred)
- Bachelors Degree in at least one World Language other than English
- A minimum of five years successful teaching experience (urban experience preferred)
- Expert in World Languages pedagogies, how to teach, assess, and provide feedback
 - o Deep understanding and knowledge of current high-leverage practices and trends in World Language education (including remote and hybrid learning)
 - o Familiarity with and understanding of Culturally Responsive Pedagogy in World Languages
- Experience developing and facilitating World Language professional learning for teachers and other stakeholders

- Familiarity with and understanding of the RISE Rubric (or alternative teacher evaluation tool) as it applies to World Language instruction
- Working knowledge and experience in the practical application of educational research.
- Working knowledge and experience with supporting underrepresented students.
- Demonstrates strong cultural competence and culturally responsive pedagogy/education
- Exceptional time management and analytical skills.
- Experience working within a public school system preferred.
- Experience supervising and directing an educational program maintaining effective interpersonal and communication skills that foster positive working relationships with families, the community, and other departments.
- Ability to exercise a high-degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
- Ability to work collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.
- Ability to innovate, research and think creatively.
- A capacity to solve problems, to stay organized and manage multiple priorities.
- Excellent presentation and writing skills.
- Demonstrated proficiency in MS Excel, PowerPoint, Outlook, and Word.
- Values, demonstrates, and promotes diversity, equity, and inclusion.

Residency RequirementsNo Residency Requirement

Essential Job Functions

1. Design, develop, and implement a rigorous, standards-aligned, equitable, culturally responsive World Language curriculum to develop students' 21st century skills.
2. Design and execute World Language standards into current academic programs, curriculum, and assessments.
3. Support schools and execute programming and project management on initiatives and work streams.
4. Plan, develop and implement strategies for program evaluation, stakeholder and partner relationships, marketing, staff development and teacher performance appraisal.
5. Lead, develop and support the execution of World Language priorities and quarterly benchmarks in support of the National Standards.
6. Plan and implement events showcasing student talent and achievement.
7. Support school-based educators in all aspects of planning, instruction, assessment, teacher growth and evaluation.
8. Collaborate with assistant superintendents, principals, other content directors and supervisors to implement and maintain integration of World Languages in curricula.
9. Design, coordinate, and execute district wide professional learning for administrators, teachers, and support staff.
10. Lead the K-12 materials and textbook management, adoption and review process, ensuring high-quality, relevant materials that are culturally relevant and responsive to the needs of all students.
11. Regularly review and use in planning and decision-making district and school data, including curriculum based assessments and other observational assessments.

12. Engage closely with the district's Network Model and Assistant Superintendents to ensure support in World Language is provided to schools.

Additional Job Information

Physical Demands: This position is primarily sedentary in nature. Employee will be required to operate computer system for data entry, and have the ability to complete necessary paperwork. This position requires minimum physical effort and not subjected to Occupational Health and Safety risks.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

