



Position: Manager of Curriculum & Assessments

Organizational Overview

Rocketship Education (www.rsed.org) is a network of public K through 5 charter schools serving primarily low-income students in neighborhoods where access to excellent schools is limited. Using a blend of traditional instruction, adaptive technology and targeted tutoring, Rocketship strives to meet the unique needs of each and every student. But we believe that truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime.

Rocketship is based in San Jose, but we realize the achievement gap stretches across the nation. We're opening new schools every year to help reach the millions of students striving in underperforming schools every day.

The Curriculum & Assessment Team

The Curriculum & Assessment Team (CAT) plays a vital role in the instructional leadership of our schools, ensuring that teachers and tutors are prepared to execute the highest quality instruction. The team is responsible for developing, implementing and evaluating Rocketship's core academic curriculum and building educators' capacity for planning and assessment.

The team's work centers around four workstreams:

- **Developing curriculum resources for all three tiers of instruction:** Identify opportunities for growth in suite of online programs and conduct due diligence on potential vendors and trial Online Learning Programs (OLPs) and make recommendations on OLP adoption. Name desired enhancements for online programs and develop and manage relationships with vendors and new partners to implement those enhancements. Collaborate with the Integrated Service Delivery (ISD), or special education, department on selection and implementation of tier II and tier III online and offline curriculum in accordance with Response to Intervention framework. Set guidelines for regional curriculum adoption process and support new regions in selecting and developing curriculum.
- **Mapping & aligning curriculum:** Ensure vertical, horizontal, and Common Core State Standards alignment of curriculum maps for all subjects across OLP and offline curriculum so that online learning complements teacher-led instruction.
- **Refining suite of assessments:** Ensure that all assessments are rigorous, aligned and can be delivered efficiently. Develop assessments that test students' conceptual knowledge and create scoring guidelines for these assessments. Lead initiative on formative assessment and develop systems to train teachers and tutors on how to administer one-on-one assessments.



- **Building teachers' capacity for planning and assessment:** Develop trainings on implementation of curriculum and assessment and support teachers' ability to assign students to online content. Solicit feedback on existing curriculum & assessment resources and corresponding trainings & ongoing support.

The Curriculum & Assessments Team is one of three teams composing the national achievement team. The CAT works closely with the members of the Data & Systems Team and Teaching & Learning Team and the Vice President of Achievement.

Position Summary

The Manager of Curriculum & Assessments is a full-time, exempt position reporting to the Director of Curriculum & Assessments and will be responsible for the successful selection and creation of the curriculum and assessments that will prepare teachers and tutors to be successful in Rocketship's innovative school model. The Manager of Curriculum & Assessments will shape the content of professional development trainings around curriculum and assessments for teachers, tutors and other instructional staff. Since curriculum and assessment selection and creation largely shapes the transformative impact we have on Rocketship students and communities, the Manager of Curriculum & Assessments will be critical to Rocketship's mission of eliminating the achievement gap.

The initial set of responsibilities is outlined here, but there will be flexibility and evolution around team roles and initiatives as organizational priorities evolve.

- Align curriculum and assessments to the Common Core Standards
- Design online and offline curriculum maps
- Manage the implementation of curriculum maps
- Manage relationships with vendors (i.e., NWEA MAP)
- Support the curriculum and assessment adoption process
- Manage writing assessment procurement/development process
- Analyze assessment data to the strand level, draw conclusions, and effectively communicate the implications of the data
- Pilot a progress monitoring tool to analyze the effectiveness of curriculum and assessments
- Understand the intervention curriculum and how it impacts curriculum development
- Design trainings for all levels of staff on curriculum and assessments

Qualifications

- 3+ years of experience as a project manager in an educational setting; previous experience with user-centered design also preferred
- Strong working knowledge of blended learning and previous experience with edtech sector highly preferred
- Deep understanding of Understanding by Design, Common Core State Standards, and curriculum mapping and the processes involved in creating vertical and horizontal alignment reflective of learning progressions



- Knowledge of interdisciplinary planning, performance assessment, and integration of technology (within classrooms and adult learning)
- Demonstrated ability to effectively coach, train, and develop educators
- Experience in a fast-paced, highly analytical, entrepreneurial environment, with the ability and desire to help shape a new role and flexibly shift responsibilities over time as the role and department evolve
- Skill at building strong working relationships with people in both senior- and junior-level roles, both within and beyond Rocketship. Experience “managing through influence,” driving results requiring contribution from multiple stakeholders without direct oversight
- Obvious team-player attitude and user-centered orientation
- Belief that all students, regardless of race, socio-economic status, family background, or past academic performance can succeed academically; passion for urban children and their families
- Excellent planning, analytical, and critical thinking skills, combined with outstanding written and oral communication skills
- Proficiency in Microsoft Word, Excel, and PowerPoint required, as well as the ability to quickly learn new software applications
- Experience as a K-5 classroom teacher in an urban environment strongly preferred
- Bachelor’s degree required

Compensation

Commensurate with qualifications and experience, plus excellent health and welfare benefits, 403(b) retirement plan, flexible spending account (FSA), and paid time off.

Hiring Process

If you are interested in this opportunity, please go to <http://www.rsed.org/> to submit your online application.

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