

## **AAST Curriculum Coordinator Job Description**

### **About AIM Academy of Science and Technology (AAST)**

AAST is a newly approved public charter school that will start its first school year in Fall 2021. AAST will start serving grades 6 to 9 and expand to grade 12. The school will provide a rigorous, integrated Science, Technology, Engineering and Math (STEM) education that supports whole student development and pathways to college and careers in STEM. This program nurtures collaboration among teachers, parents, and school leadership while improving student learning and student achievement through implementation of the Three Frames of Success Model. (<https://aimacademymn.org/>)

#### **Mission**

AAST provides youth a successful path to college and STEM careers through culturally responsive mentorship, integrated STEM education, and curricular connections with technology-based businesses and industries.

#### **Vision**

AAST will be a vibrant asset to its students and the community by creating engaging learning opportunities that empower students to discover, create and apply knowledge to real needs resulting in life-long learners, global citizens, and world leaders.

### **Curriculum Coordinator Job Description**

**Statement of Main Responsibilities** – There are three main areas of responsibility. The primary responsibility is focused on start-up activities to make sure the school is operationally and programmatically ready for school opening.

The ideal candidate has a sufficient experience in classroom teaching, work with charter schools serving majority students of English Language Learners. The ideal candidate has a comprehensive experience in curriculum development, teacher training, and assessment. This position directly reports to the school leader. The FLSA Status for this position is Exempt, Short-term.

This position is to support the school leader in accomplishing key tasks for a successful start-up of the school. These include the following tasks which are identified in the school application and others identified by the school leader.

#### Educational Program Tasks

- *Develop curricula maps for all subjects/courses to be mapped and aligned to the Minnesota State standards.*
- *Order curricular resources:*
  - *STEM Fuse*
  - *Project Lead The Way (PLTW) with a focus on the NGSS's Science and Engineering Practices*
  - *EnVision Math® focuses on Conceptual understanding followed by visual models*
  - *Mc Graw Hill's Read to Achieve : Focus on Comprehension and carry to subject content areas*

- *Mc Graw Hill Networks -Rigorous, age-appropriate content highlights diverse perspectives, integrates primary sources, and makes relevant connections to bring the subject area to life.*
- *Mc Graw Hill's Teen Health Courses (6-8) with practical activities*
- *Positive Behavior Intervention Systems (PBIS)*
- *Others as necessary*
- *Order and prepare to implement the Sheltered Instruction Observation Protocol (SIOP) system (<https://www.cal.org/siop/about/>) and its eight interrelated components*
- *Prepare procedures and resources to create and implement the AAST Child Find process.*
- *Special Education Tasks*
  - *Contract with a special education director and contract or hire licensed special education teachers and consultants to provide all special education services.*
  - *Plans to identify students with disabilities, communication procedures with parents, establishing individual education plans (IEP) for students, evaluate and document student progress, and practices to maintain IEPs*
  - *Procedures and tasks to budget and expend funds for IEP services to students, submitting reimbursements to agencies.*
  - *Develop and maintain the school's special education services manual and plans.*
- *Prepare plans and tasks for staff and teacher training and preparations prior to the start of school classes. Preparations will cover:*
  - *Learn and enhance STEM and Interdisciplinary training*
  - *The use of technology platforms for student learning and collaborations,*
  - *Curriculum mapping*
  - *SIOP practices for English Learners*
  - *Preparations of classrooms and curricula.*

#### Accountability Goals and Outcomes Tasks

- *Contract with the NWEA for bi-annual MAP- Reading and Math assessments. Establish assessment plans and schedules for the school year.*
- *Incorporate and use the Search Institute's Developmental Asset Profile (DAP) for all students within the AAST program design regarding strengths, supports, and social-emotional learning.*
- *Prepare the framework and schedule options for students to complete 30 hours of job shadowing experience activities each school year.*
- *Design and implement a Multi-Tiered Support System (MTSS) approach for students based on a Multi-Tiered Support Model (MTSM).*
- *Prepare the framework and schedule options for students to, by the end of 10th grade, have a career or postsecondary plan in place.*

#### State Education Priorities Tasks

- *Prepare the framework and schedule options for students to be enrolled in Post-Secondary Enrollment Options (PSEO) or job shadowing.*
- *Develop plan and requirements to provide the option for grades 11-12 students to spend part of the week offsite, either in the community job shadowing or doing an internship or taking PSEO classes.*

### Initiate and create networks/partnerships with local businesses

- *Initiate curricular connections and partnerships with local STEM-based businesses and industry. Partnerships will contribute to equitable and successful paths for students to college and careers.*
- *Support development of integrated career-based programs with partner businesses in the healthcare, engineering, and computer programming industries. Hand off initial work to Operations Manager and Instructional Coach.*
- *Initiate contacts and recruit guest speakers or teacher-experts to engage with students on scheduled Friday sessions. The goal is to engage students to plan a real project that will engage community members in addressing a genuine need.*
- *Initiate contacts and recruit student mentors that deeply care about and support the wellbeing of their student mentees.*