



Job Description

Job Title: Curriculum & Instruction Manager
Job Department: Instruction
Supervision: CEO

Revised: January 2021
Status: Salaried

Job Summary: Designs, delivers, and promotes professional development offerings and community workshops using current resources and research. These programs may include, but not be limited to: community workshops, professional development training/workshops, internal tutor training programs for new recruits and advancement for existing tutors (Phonics Fundamentals®, Advanced Language Skills, etc.).

Essential Functions:

Quality Services - Strives to meet or exceed expectations in the delivery of services; contributes to enhancing the quality of the work environment

- Drives SLD Read forward in achieving its threefold mission:
 - helping individuals with dyslexia, learning differences, and other reading challenges to develop lifelong language skills through our multisensory program
 - assisting educators to identify learning challenges by providing training and techniques to enhance their reading curriculum
 - increasing community awareness and understanding of literacy issues.
- Responsible for research, development and application of new and revised SLD Read curriculum and teaching methods
- Responsible for research, solicitation and contracting of Professional Development Training opportunities to meet annual operating budget.
- Implement and maintain the SLD Read Accreditations levels, including but not limited to IMSLEC and IDA standards.
- Develop, evaluate and implement an organizational plan for curriculum study and improvement consistent with the Executive Director/s vision, goals, and policies.
- Interpret the present curriculum and proposed curriculum changes to the Leadership Team of SLD Read.
- Coordinate and monitor staff development and in-service activities for the education services staff.
- Upon request of Education Service Manager, observe master tutors, and tutors in

their environment and offer insights for the enhancement of effective instruction.

- Directly responsible for the recruitment and training of all SLD Read Tutors for all West Michigan counties.
- Acts as a professional advisor to the SLD Read team on all aspects of training initiatives.
- Insures all training programs will incorporate Orton-Gillingham based approaches, and will be continuously reviewed and evaluated for research-based updates.
- Assist with strategic planning, implementation, and evaluation of training staff.
- Responsible for training employee contracts while working with operations to ensure HR file maintenance.

Teamwork - Effectively works with other members of a team, drawing on all resources to achieve a common goal or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Participates with leadership team of SLD Read establishing goals and objectives of overall success of the mission and services to the community.
- Provides direct supervision to training department; works collaboratively with program services and community outreach department on project team initiatives.
- Oversees training information management, including updating information relating to professional training and community workshop revenue streams.
- Identifies and develops opportunities for SLD Read staff and community volunteers to enhance and expand SLD Read training department.

Resource Stewardship - Manages resources, such as time, expenses, supplies, labor, etc. well to ensure their prudent use; develops staff resources through training, mentoring, coaching, etc.

- Assists CFO and CEO in the preparation of the annual department budget.
- Operates within and achieves all budgetary goals.
- Adheres to SLD Read policies and standards.
- Oversees the planning, implementation, execution and evaluation of professional development and community workshops.
- Adheres to all local, state, and federal laws.

Mission Outreach - Educates the community on services provided by SLD Read. Actively promotes SLD Read's mission with students, families, communities and referral sources; offers services that fits the diverse needs of the community.

- Represent the organization as an SLD READ Manager at community activities to enhance the organization's community profile.
- Participates in and upholds the values and processes devoted to continuous quality improvement in all SLD Read operations.
- Researches and identifies community partnerships/collaborations to promote SLD Read Community Workshops/Programs. Develops & delivers offerings to meet the needs of the community.

Qualifications:

- Bachelor's degree from an accredited college or university with education and/or learning disabilities emphasis. Focus in Education preferred.
- Trained in an Orton-Gillingham program/experience with Orton-Gillingham.
- Three years of administrative and supervisory experience; strong leadership and management skills.
- Working knowledge of learning disabilities symptoms/behaviors preferred.
- Proficiency with computers and technology.
- Excellent oral and written communication skills –public speaking experience.
- Strong interpersonal skills including an ability and motivation to work and interact with the public, and experience and success in motivating and managing volunteers and staff.
- Experience in literacy and curriculum and instruction development.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of the position that will be given this title of Curriculum and Instruction Manager –*West Michigan*, and shall not be construed as declaring what the specific duties and responsibilities of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are a similar kind or level of difficulty.

STANDARDS FOR MEASURING PERFORMANCE

1. Annual (or more frequent) employee performance evaluation.
2. Effective communications as judged by the CEO.
3. Failure to comply with SLD Read policy and procedures may result in disciplinary action up to and including termination of employment.

Curriculum and Instruction MGR	Date	CEO	Date
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