



Job Description

Job Title: Curriculum & Instruction Mgr. **Revised:** June 2022
Department: Training **Status:** Salaried, full-time
Salary Range: \$37,000 - \$40,000/yr. **Supervisor:** CEO

Job Summary: Responsible for assisting in the research, development and testing of new and revised SLD Read curriculum and teaching methods. Assist in the design, delivery, and promotion of a variety of professional development offerings and community workshops using up to date 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

- Plan, develop, implement and evaluate the curricular and instructional programs of SLD Read
- Research, solicit and contract Professional Development Training opportunities
- Ensures all training programs will incorporate Orton-Gillingham based approaches, and will be continuously reviewed and evaluated for research-based updates
- Implement and maintain SLD Read's Accreditations, as needed
- Develop an organizational plan for curriculum study and improvement
- Review results of tutorial performance evaluations and training questionnaires, ensuring results are consistent with objectives
- Interpret the present curriculum and proposed curriculum changes to the Leadership Team of SLD Read
- Keep informed on the latest research, trends, and developments in Curriculum and develop best practices for instruction
- Coordinate and monitor staff development and in-service activities for the education services staff
- Assist in the recruitment, training and hiring of all SLD Read Tutors
- Observe master tutors and tutors in their environment and offer insights for the enhancement of effective instruction
- Establish long-term growth strategies to achieve maximum

advancement for the training materials and overall advancement of the department

- Acts as a professional advisor to the SLD Read team on all aspects of training initiatives
- Assist with strategic planning, implementation, and evaluation of training staff
- Effectively works with other members of a team, drawing on all resources to achieve a common goal or solve a problem
- Efficiently manages resources in alignment with the annual budget
- Actively promotes the mission of SLD Read and educates the community on services provided

Qualifications:

- Bachelor's degree from an accredited college or university with education or related field emphasis
- Working knowledge of learning disabilities; Orton-Gillingham or reading curriculum experienced preferred
- Excellent time management skills; ability to prioritize workload.
- Proficiency with computers and technology
- Excellent oral and written communication skills – preferred two-year 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
- Ability to travel throughout West Michigan
- Familiarity with local communities and school districts

