



**Louisiana Key Academy**  
3172 Government Street  
Baton Rouge, Louisiana 70806  
Phone: (225) 298-1223  
Fax: (225) 384-5485  
Website: [lakeyacademy.com](http://lakeyacademy.com)

---

## DIRECTOR OF CURRICULUM

### Position Goal

To manage and monitor all aspects of Louisiana Key Academy's elementary curriculum and instruction according to the evidenced-based practices for dyslexic children which may include developing, implementing, monitoring and revising of curricula, material and instructional plans.

### Qualifications

- § Master's Degree or higher in Education
- § Certified Academic Language Therapist (CALT) or AOGPE Fellow
- § At least (4) years of successful teaching experience with at least (3) years of full-time teaching of children with dyslexia and (1) year of successful administrative or related experience is preferred

### Knowledge, Skills and Abilities

- § Knowledge of Louisiana State Standards and the Common Core State Standards
- § Ability to interpret and apply Louisiana laws, statutes, and State Board rules as they relate to grades 1-5 curriculum and instruction, assessment and student progression.
- § Knowledge of all general areas of elementary curriculum and instruction
- § Ability to read and interpret student psych-educational evaluations, 504 and IEP plans
- § Particular understanding and knowledge of evidenced-based instruction as it relates to the dyslexic child and related materials for all elementary curriculum areas
- § Knowledge and experience in multisensory applications in all areas of curriculum specifically as they apply to teaching the dyslexic student
- § Knowledge of and ability to interpret for purposes of directing classroom, small group and individual instruction, assessments and progress monitoring data related to reading/language deficits and other learning differences
- § Knowledge of professional development related to elementary curriculum of evidenced-based researched approaches to instruction for dyslexic students

- § Knowledge of technology and computer applications as related to instructional integration in and out of the classroom for dyslexic students
- § Effective skills in oral and written communication
- § Ability to provide leadership, communicate and work cooperatively with school personnel, students, parents, board and the public

### **Supervision**

- § Reports to: Principal, LKA Board as needed
- § Supervises: Assigned teachers per assignment and support staff

### **Performance Responsibilities**

- § Evaluate and coordinate, along with the principal, all efforts related to the development, maintenance and revision of the elementary curriculum according to evidenced-based practices for children with dyslexia including the coordination and evaluation of data collection, Instructional and student materials and professional development
- § Collaborate with leadership team, principal and teaching staff to ensure structured, systematic , sequential planning and instruction of curriculum and content areas is carried out with fidelity and effectiveness through the collecting and reporting of various subjective and objective teacher and student data measurements
- § Ongoing analysis and utilization of student and teacher performance data to support and/or revise instruction, collaborate with leadership and teaching staff accordingly and report findings and recommendations to all school personnel as needed
- § Plan, implement, and facilitate, as needed, professional development trainings for teachers, staff, and educational support personnel
- § Assist in the planning and implementation/facilitation of tutoring and after-school services with leadership team
- § Assist leadership team in the planning and implementation/facilitation of parent support education/activities as related to classroom instruction and individual student learning
- § Provide classroom and/or small group instruction for the purposes as lead teacher, intervention teacher, instruction modeling and/or purposes assigned at the discretion of the principal
- § Provide leadership in all content areas of curriculum development and efforts to ensure successful implementation of curriculum and school wide programs and strategies
- § Perform other duties as assigned by the principal and/or board of directors

