



# Houston Gateway Academy Charter Schools, Inc.

## Elite College Prep Academy

*Committed to Excellence in Education*

### **Curriculum Director (District)**

The HGA Curriculum Director is responsible for leading all aspects of HGA's curriculum design and implementation that include revisions, alignment, instructional resources, and training. This role ensures that all curricular resources are coherent, rigorous, vertically aligned, and fully aligned to Texas state standards and HGA's expectations. The Curriculum Director works collaboratively with campus leaders and instructional staff to support high-quality curriculum planning and consistent implementation across the organization.

#### **Curriculum Development & Alignment**

- Lead the design, revision, and ongoing improvement of HGA's curriculum across all grade levels and content areas. This includes lesson plans, weekly assessments, warm-ups, benchmarks, etc.
- Ensure all curricula are fully aligned to Texas Essential Knowledge and Skills (TEKS), state assessments (STAAR/EOC), and College and Career and Military Readiness measures of academic success (PSAT, SAT, and other assessments).
- Ensure vertical and horizontal alignment of curriculum across grade levels and campuses.
- Review and refine curriculum materials to ensure clarity, rigor, and accessibility for all learners, including emergent bilinguals and students with special needs.
- Ensure effective curriculum implementation aligned to state assessment dates.
- Ensure effective curriculum implementation by conducting regular teacher classroom observations.

#### **Curriculum Implementation Support**

- Support campuses in implementing curriculum with fidelity by providing training, tools, and resources.
- Collaborate with campus leadership to ensure curriculum expectations are clearly communicated.
- Address curriculum gaps, redundancies, or misalignments identified through lesson plan review or feedback.
- Lead the onboarding of all new teachers by providing training in HGA's Essential Elements of Instruction and HGA lesson plans. This includes supporting campus principals with teachers who require retraining.

#### **Curriculum Evaluation & Continuous Improvement**

- Monitor student performance data assessment results, and campus feedback in order to make curriculum revisions or improvements, as needed.
- Lead curriculum audits and reviews to assess alignment, coherence, and instructional rigor.
- Be up to date with TEA's TEKS and state assessment changes in order to make curriculum revisions, enhancements, or adoptions.
- Coordinate and lead efforts with campus leaders for the annual purchase of all instructional resources.
- Perform additional duties as assigned.

#### **Preferred Qualifications:**

- Bachelor's degree.
- Minimum three years of exemplary teaching experience.
- Term Contract: 10 months