



**Yongsan  
International  
School of Seoul**

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## **Director of Curriculum & Instruction**

**Department:** Schoolwide

**Status of Hire:** Overseas Direct Hire (ODH) / Local Hire (LH)

**Reports to:** Chief Academic Officer

### **Objective:**

Provide K-12 leadership and oversight of the School's curriculum development, curriculum mapping, curriculum adoption, curriculum implementation, and curriculum review processes. Articulate and guide the K-12 curriculum scope & sequence, and play a lead role in overseeing the School's written and taught curriculum within Atlas Rubicon (Atlas). Assist the Chief Academic Officer in organizing and implementing professional learning opportunities and in overseeing the accreditation process.

### **Qualifications:**

- Advanced degree or equivalence in Curriculum & Instruction preferred
- Valid teaching certification
- Proficient knowledge and skills in Google Suites and Atlas Rubicon
- Minimum of five years classroom experience in multiple grade levels preferred
- Previous curriculum leadership experience preferred
- Evidence of continued professional development and lifelong learning
- Excellent communication, organizational, and interpersonal skills

### **Duties & Responsibilities:**

#### *Curriculum Development*

- Oversee the implementation and usage of Atlas curriculum mapping, including the development of course maps by teachers with complete units of instruction that include standards alignment, Biblical worldview integration, content, skills, activities, assessments, ESLRs, and resources.
- Orient new teachers to the school curricular processes and use of the School's Atlas curriculum mapping platform.
- Supervise the K-12 Subject Area Department Leads in maintaining an accurate and up-to-date Curriculum Scope & Sequence.
- Supervise the annual curriculum review process.
- Support and evaluate teachers' curriculum documentation work in Atlas.
- Ensure that every teacher has a clear understanding and an ability to navigate Atlas.
- Support teachers under defined criteria to achieve success in their Atlas coursework design, standards used, and all aspects of the Atlas curriculum mapping database.



#### *Curriculum Resources*

- Facilitate all curriculum ordering processes for the School.
- Process curriculum resource orders in collaboration with the Chief Financial Officer.
- Supervise the distribution and inventory of consumable and non-consumable resources.
- Assist in proposing budgets and helping to facilitate purchasing decisions for ES, MS, and HS curriculum and assessment resources.

#### *Professional Learning*

- Assist the Chief Academic Officer to plan and organize the school's professional learning opportunities in line with current schoolwide curricular goals.
- Assist the Chief Academic Officer to ensure that first year teachers are well supported.

#### *Accreditation Preparation*

- Assist the Chief Academic Officer in leading the Continuous School Improvement Planning committee and the on-going coordination of all accreditation processes for mid- and full-term visits including committee meetings, school profile, and overseeing the progress toward schoolwide improvement goals.
- Assist the Chief Academic Officer in preparing and submitting annual accreditation reports.

#### *Assessment*

- Provide logistical support to the Elementary School and the Middle School in administering the MAP test three times a year.
- Assist the Chief Academic Officer with student data analytics and achievement goal setting (SMART goals) to support the Elementary School and the Middle School.

#### **Adjunct Duties:**

- Perform other duties as assigned.
- Abide by and support all policies of YISS and NICS/Oasis.

#### **Term of Employment:**

- Two-year initial contract as an Administrator with associated benefits.

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs, and identifying information.*

#### **Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>