



**Now Taking Applications for
Assessment & Curriculum Coordinator**
Global Village Project, Inc.

The Global Village Project, Inc. is an innovative special purpose school for refugee girls and young women with interrupted education. Our mission is to develop a strong educational foundation for each student within a caring community using a strengths-based approach and intensive instruction in English language and literacy, academic subjects, and the arts. With an approach focused on students' strengths and resources, we aim to demonstrate how adolescent English Language Learners with limited and interrupted education can be highly successful students and empowered citizens, and in so doing to provide an exemplary model of excellent and equitable education for newcomer refugee learners.

We seek a proven Assessment & Curriculum Coordinator to work with the Head of School to develop, implement, and manage an innovative and comprehensive program of assessment in support of program excellence and effectiveness. Candidates should have a keen interest and experience in curricular and academic program development, assessment planning and design, and project management. Our new assessment coordinator will work collaboratively to develop a comprehensive assessment plan for our school and assist us as we research and incorporate innovations in technology, educational assessments, the learning environment, arts integration, social and cultural development, and other transformative educational practices for refugee students with interrupted schooling and limited English.

Desired qualifications for the position:

- Master's degree or higher in education or related fields
- Three or more years experience in educational assessment
- Experience designing and writing curriculum
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills
- Strong collaborative experience, values, and skills
- Proficiency with software databases and spreadsheets and programs and applications such as ACCESS, EXCEL, WORD, POWERPOINT and other data management tools
- Prior experience developing assessment tools relevant to data collection and/or assessment activities
- Values aligned with the values and mission of GVP
- Experience working in a multicultural community

Candidate should have knowledge of:

- State and national educational standards
- Proven educational practices for culturally and linguistically diverse students
- Assessment tools, practices, and administration

The Assessment & Curriculum Coordinator will provide ongoing support for assessment activities, assist the Head of School with the analysis of assessments, methods, and results, and report such results to both internal and external stakeholders (including the Board of Directors, partners, grantors, etc.).

Principal duties and responsibilities may include:

Work with Head of School, Literacy Coordinator, STEAM Coordinator, Arts Coordinator, Mentor Coordinator, and teaching teams to:

- Design and coordinate a comprehensive assessment plan
- Collect data – gather by electronic and other means appropriate to assess educational and program effectiveness for all aspects of the program.
- Analyze data
- Document data and analysis in reports (develop databases and templates for reports)
- Assist teachers in professional development and program changes related to data and assessment and learning goals and outcomes
- Develop and assess social, emotional, cultural, and service learning outcomes and develop reporting processes for these aspects of the program.
- Conduct focus groups and interviews with students, faculty and staff, volunteers, and other stakeholders to get insight into assessment needs and gaps in evaluation and reporting
- Evaluate and improve school, staff, and student goals, prepare a plan to gauge whether objectives are being met, and demonstrate that assessment outcomes are being used for program improvement.

Interested and qualified candidates should visit the Global Village Project website at www.globalvillageproject.org for more information. Candidates should send a resume and cover letter to Assessment & Curriculum Coordinator Search c/o Denise Reidy-Puckett, P.O. Box 2200, Decatur, GA 30031 or by email to jobs@globalvillageproject.org with “Assessment & Curriculum Coordinator Search” in the subject line. Applications will be reviewed as they are received and the search will continue until the position is filled.