



# Anticipated Opening

Academic 2012 - 13

New Orleans Center for Creative Arts

## Director of Academics, Curriculum and Assessments

Division   Department:	DACA
Level   Grade:	Secondary
Position   Type:	Full Time, 40 per week
Reports to:	President   CEO
Salary:	<i>Commensurate with experience</i> <i>State of Louisiana Retirement and Benefits Package</i>
Anticipated Start Date:	Summer, 2012

### ORGANIZATIONAL BACKGROUND:

The New Orleans Center for Creative Arts (NOCCA) is Louisiana's Arts Conservatory, training the next generation of leaders in the creative and cultural economy.

NOCCA faculty provide intensive, pre-professional instruction in Dance, Classical Instrumental, Vocal Music, Jazz Instrumental, Drama, Musical Theatre, Theatre Design, Visual Arts, Media Arts, Creative Writing, Culinary, and the Academic Studio.

98% of NOCCA graduates go on to college, conservatory and university. In 2011 the 127 seniors were offered \$13 million in scholarships.

### GENERAL DESCRIPTION

The Director of Academics, Curriculum, and Assessments will have direct responsibilities for the day-to-day oversight and management of the Academic Studio while partnering with NOCCA's Arts Departments to ensure the cohesive and collaborative success of all NOCCA students.

The Academic Studio is the full day diploma-granting academic program at NOCCA. The Academic Studio was launched in 2011-2012 with a 9<sup>th</sup> grade class and will add a grade each of the next three years. The work of the Academic Studio has been a decade-long development process that has brought international minds together to help design and vision the program and curriculum now being delivered.

The curriculum is delivered in a team-teaching setting with an integrated curriculum for both the Humanities (English and History) and Math and Science. Domain partners from around the country are in place to help and support the curriculum development for each of the subject areas for future years. There is a founding faculty in place who have lead both in the classroom and on visioning the out year curriculum evolution.

NOCCA Arts Faculty and Administration have a 38 year track record of the highest level of success in delivery of programs for the development of students as artists and the next generation of leaders in the creative and cultural economy. This position will also act as a leader and partner to these groups as they continue the work to elevate what we are doing in the arts while also synergistically incorporating what is happening in the Academic Studio.

The Academic Studio is a new model for thinking about next century skills students will need to develop and the ways to train and grow powerful young intellectuals, in addition to powerful pre-professional artists. The curriculum is unique and has great possibilities not only for our campus, but also for regional, statewide, and national utilization and partnerships.



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### ESSENTIAL JOB DUTIES

#### Curriculum Development

*Leads in partnership with Faculty on development of curriculum and internal assessments:*

- Conducts curriculum review conferences with Faculty
- Establishes clear deadlines for curriculum materials and tracks milestones met, i.e. objectives, class materials, assignments, and assessments
- Visits classrooms on a regular basis to ensure that lesson activities are aligned to program vision
- Serves as a resource to Arts Faculty Department Chairs

#### Instruction and Assessment

*Assures high quality, standards-driven instruction with measurable student outcomes:*

- Conducts observations of teachers in their classes on a regular basis
- Delivers real-time feedback for all short observations and develops strategies for evolving delivery and in classroom experience
- Conducts or oversees classroom teaching evaluations for teachers annually including a pre and post meeting
- Ensures that all curricular work is linked across the campus.
- Works with Academic Studio faculty to ensure that out year curriculum is developed to highest standard while also revisiting completed curriculum for continued improvement.
- Leads an intake assessment and planned delivery of services for students as it may relate to IEPs, special education, and/or gifted and talented

#### Professional Development of Teachers

*Facilitates teachers with resources to read, interpret, and act upon student achievement data:*

- Partners with faculty on demonstration lessons and arranges cross-curricular classroom observations
- Leads weekly Academic Studio meetings
- Meets with NOCCA Leadership on a regular basis to ensure that teachers' professional performance is augmented with appropriate professional development
- Meets with President|CEO on a regular basis to ensure that teachers are equipped with all materials necessary to deliver a college preparatory education

#### Program Evolution

*Recommends changes and adapts curriculum to meet implementation schedule of full four-year high-school academics program in the spirit of integrated team-teaching and NOCCA's creative DNA:*

- Leads strategy on the intake and assessment of all new and rising students
- Utilizes project based assignments and other innovative delivery systems to deliver content



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- Oversees and guides faculty in meeting needs of differently-abled learners to find their greatest potential
- Assesses teacher instructional work and supports their continued growth both inside and out of the classroom
- Works on Hiring Committees for future members of the Academic Studio faculty and NOCCA team
- Evolves Academic program for continued exceptional performance overall with students becoming critically successful in achieving a comprehensive and innovative education that produces a love for life-long learning

### CAMPUS AND COMMUNITY OUTREACH

- Collaborates with students, parents, faculty, administration, and staff to facilitate students' engagement and successful completion of the program a milepost towards post-secondary options and success
- Engage in on and off-site student events outside of the traditional working day
- Engages in outreach and community events that support and enhance the mission of NOCCA and the Academic Studio
- Participates in professional growth opportunities and incorporate that learning into academic curricula
- Comply with NOCCA policies and procedures, meeting required deadlines and participating in required meetings
- Attends and participates in additional NOCCA campus events as requested|required
- Demonstrates excitement for non-traditional methods of teaching and assessment

### TRAITS & QUALIFICATIONS | *Knowledge, Skills & Abilities:*

Leading candidates for DACA will have imagination, vision, leadership, and a deep-rooted passion for spanning traditional boundaries between arts and academic disciplines. Candidates will move forward the work and progress with enthusiasm about bringing NOCCA's existing plans to fruition. The DACA will have a desire to make a long term commitment to the NOCCA vision, work, arts, and will understand how to support the needs of our unique faculty, both Arts and Academic as they mentor and initiate students. S/he will bring an appreciation for, and curiosity about, the ways in which NOCCA's Arts programs can inform the teaching of the sciences, mathematics, and humanities.

The successful candidate will bring experience in education reform and will understand NOCCA's extraordinary role to play in the reinvention of how young people are educated.

The successful candidate will be an entrepreneurial leader who is a convener of people around the core values and the mission of NOCCA. The successful candidate should be able to distill ideas, clarify issues, and have the intellectual depth and ability to build consensus among a variety of constituencies. The successful candidate will be an open and effective communicator and a confident professional who brings creativity, vision and charisma to the position. She/he will accomplish goals through motivation and



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delegation, establishing and utilizing systems designed for effective planning, evaluation and accountability.

The DACA should have exceptional organizational and administrative skills, with an in-depth understanding of educational institutions. This position requires the ability to determine, build, and develop administrative and faculty structures for the full-day high school. The DACA should be a model of integrity and fairness and have high ethical standards. Ingenuity, flexibility, compassion, dedication, enthusiasm, humor, and energy are also key attributes in describing the ideal candidate.

### REQUIREMENTS

#### EDUCATION:

- An advanced degree in Education or a related field is required
- Critical understanding of the school development process and ability to gain educational licensure in Louisiana
- A demonstrated interest in the arts
- Experience overseeing IEPs, special education, and/or gifted and talented; and experience with self directed curriculum development and evolution

#### WORK EXPERIENCE:

- Candidates will have at least 7 years experience leading a similar education institution, with personal experience in a mentor-initiate environment (*an arts conservatory or polytechnic institution*)
- Success in a leadership role as strategic decision-maker with program implementation, strategic planning, personnel management, and administrative oversight within an organization

### NOW ACCEPTING LETTERS OF INTEREST with RESUME and REFERENCES TO:

NOCCA - DACA Inquiry  
 ATTN: H|R Department  
 2800 Chartres Street  
 New Orleans, LA 70117

or via EMAIL at:  
[jobs@nocca.com](mailto:jobs@nocca.com)

❖ Please note in SUBJECT Line of email: DACA Inquiry -

\_\_\_\_\_ *Candidate Full Name*

### Accepting letters of interest with resume and references:

EXTENDED thru: February 11, 2012

*or until suitable candidate is chosen.*

The **New Orleans Center for Creative Arts, Louisiana's Arts Conservatory** founded in 1973, offers high school students training in Classical Music, Creative Writing, Culinary Arts, Dance, Drama, Jazz, Media Arts, Musical Theatre, Theatre Design, Vocal Music, and Visual Arts and Academic Studio. Admission is by Arts audition and tuition is free. NOCCA is central to Louisiana's rich cultural heritage, boasting a long list of distinguished alumni that includes jazz greats Wynton and Branford Marsalis, Terence Blanchard and Harry Connick Jr.; actors Wendell Pierce and Anthony Mackie; and soprano Jeanne-Michele Charbonnet.