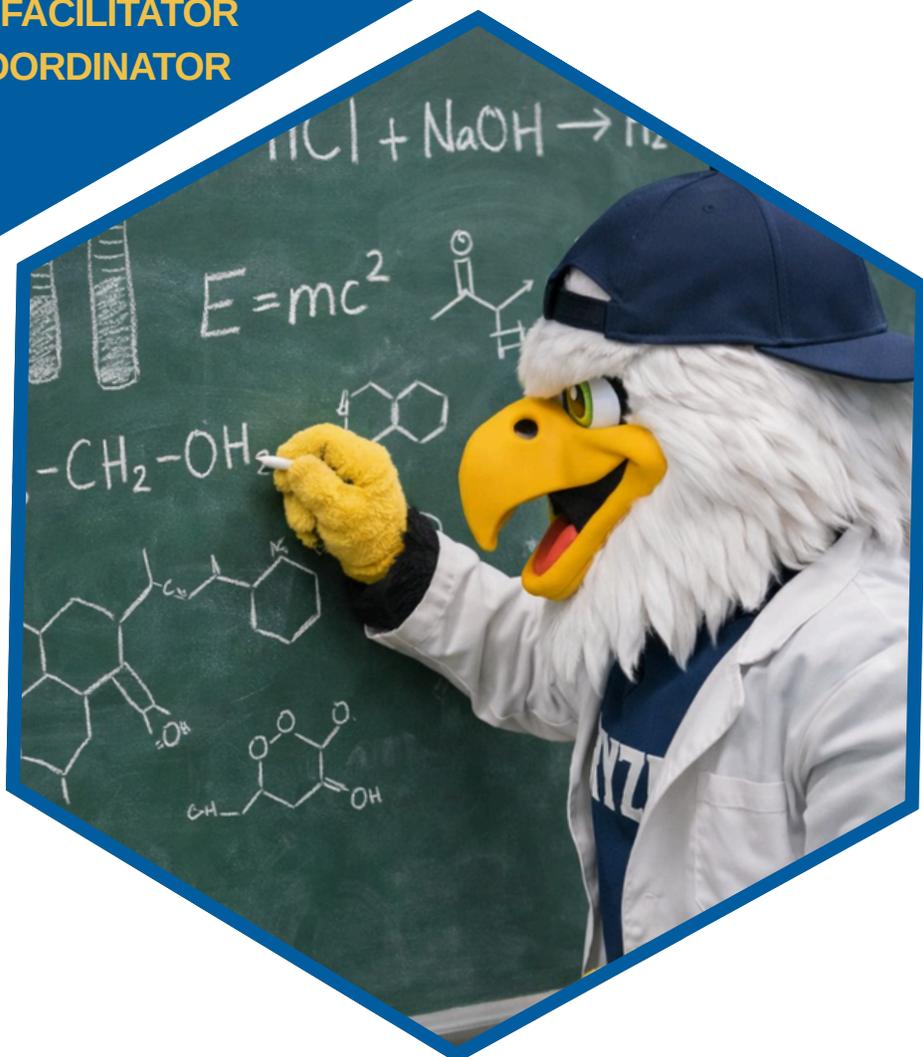




THRIVE AT RYZE

CURRICULUM FACILITATOR
& TESTING COORDINATOR





COMPANY DESCRIPTION

Ryze Academy is a free public charter school founded to address persistent educational inequities through rigorous instruction, culturally affirming practices, and strong family partnerships. Serving students in grades K–4 and growing to a full K–8 model, Ryze will open in August 2026 to 250 students. Grounded in high expectations, whole-child support, and a deep investment in educator development, Ryze prepares confident, capable leaders ready to thrive and make a difference. At Ryze, we work hard, do good, and commit to making a lasting impact, together.

JOB DESCRIPTION - CURRICULUM FACILITATOR

Curriculum Facilitators at Ryze Academy establish the instructional heartbeat of the school. They lead the implementation of core academic programs and ensure high-fidelity, rigorous instruction across classrooms. Serving as teachers of teachers, Curriculum Facilitators support intellectual preparation, lesson internalization, and strong instructional execution.

Curriculum Facilitators also act as culture coaches, training and developing staff in the Uncommon Schools / Teach Like a Champion (TLAC) framework to ensure classrooms are joyful, efficient, and academically rigorous.



KEY RESPONSIBILITIES : CURRICULUM FIDELITY & INTELLECTUAL PREPARATION

- **Mathematics:** Lead weekly "Intellectual Prep" (IP) meetings for math, helping teachers internalize modules, anticipate student misconceptions, and script higher-order questions. Ensure the conceptual progression of the Story of Units is maintained.
- **Core Knowledge:** Oversee the implementation of Core Subjects (History, Geography, Science) and Language Arts. Ensure teachers understand the background knowledge required to make lessons come alive.
- **Pacing & Planning:** Manage the school-wide assessment calendar and pacing guides. ensure teachers are on track to cover all grade-level standards before end-of-year testing.
- **Resource Management:** Curate and organize instructional materials, manipulatives (for Math), and text sets (for ELA) to ensure teachers have what they need before the lesson starts..



KEY RESPONSIBILITIES : INSTRUCTIONAL COACHING & DEVELOPMENT

- **Uncommon Schools Framework:** Train and coach teachers on "Teach Like a Champion" techniques.
- **Real-Time Coaching:** Conduct daily classroom observations and provide "in-the-moment" feedback (real-time coaching) to teachers to immediately improve instruction.
- **Weekly Observation Cycles:** Execute a predictable observation-feedback cycle with a caseload of teachers, providing one high-leverage action step per week to drive improvement.
- **Professional Development:** Design and lead summer institute sessions and weekly professional development (PD) on data analysis, classroom management, and curriculum internalization.

KEY RESPONSIBILITIES : DATA ANALYSIS & STUDENT ACHIEVEMENT

- **Data Driven Instruction:** Lead weekly "Data Meetings" where teachers analyze exit tickets and interim assessment data. Help teachers identify the "gap" in student learning and create a re-teach plan.
- **Assessment Coordination:** Oversee the administration of internal benchmarks and state mandates.
- **Intervention Support:** Collaborate with the Student Support team to align Tier 2 and Tier 3 interventions with the core curriculum.



KEY RESPONSIBILITIES : TESTING COORDINATOR

- Ensure an annual written testing plan for the school is developed and disseminated to the school administration team before the beginning of the school year. The annual testing plan must include, but is not limited to, rules for test administrator training, test security, proper testing environment, administering the secure tests, auditing test administrations, and preparing and returning secure test materials. An electronic copy of the school testing plan must be submitted annually to the BOD.
- Assist the school principal in understanding his/her duties and responsibilities relative to the state testing program and the implementation of state tests.
- At the beginning of each school year, provide information to teachers, students, and parents or guardians advising them of the state-mandated tests that students will be required to take during that school year (including field tests and special studies), the dates the tests will be administered, and how the results from the tests will be used.
- Ensures that timelines and schedules are met so that data is reported in accordance with State deadlines.
- Directs and oversees test implementation and monitor testing activities to ensure that procedures are followed and that deadlines are met.
- Maintain accurate records of student membership and assist in identifying students who are eligible to take the test in order to secure the appropriate quantity of materials.



KEY RESPONSIBILITIES : CULTURE EXPECTATIONS

- Build strong, affirming relationships so teachers and students feel seen, supported, and challenged.
- Partner with teachers, students and families as collaborators in student learning and development.
- Engage in ongoing coaching, professional development, and reflective practice.
- Support school-wide responsibilities including arrival, transitions, assemblies, meals, and dismissal.
- Lead and Participate in weekly staff meetings to strengthen community, align on goals, and celebrate progress.
- Collaborate with grade-level teams to set academic goals and implement effective instructional strategies.



QUALIFICATIONS

- A proven dedication to nurturing students' academic growth and social-emotional well-being
- A genuine passion for collaboration, working closely with both internal teams and external partners to best serve students
- A self-motivated learner who actively seeks feedback and uses it to continuously improve practice and results.
- Education: Bachelor's degree required
- Preferred: Proven experience teaching or leading curricula
- Preferred: Familiarity with Uncommon Schools / Teach Like a Champion techniques.
- Leadership: Experience analyzing data to drive instruction and previous experience coaching adult learners is highly desired.



REQUIRED EXPERIENCE

- Minimum of 3-5 years of successful teaching experience, preferably in a high-performing charter school setting.
- Academic expertise in Elementary Education, Humanities, English, Social Sciences, Mathematics or other related fields of study.
- Prior to the start of employment, you must have a bachelor's degree from an accredited college or university. Teacher certification is not a prerequisite for consideration at Ryze Academy in the state of NC, but we do require (a final undergraduate or graduate cumulative GPA of 3.0. All instructional staff will be required to become certified in the state of North Carolina within a reasonable period after beginning employment.

IDEAL ATTRIBUTES

- **Entrepreneurial Spirit:** You thrive in a start-up environment and are willing to "wear many hats" to help the school succeed.
- **Conscious Leader:** You model emotional intelligence, resilience, and integrity in your interactions with staff, students, and families.
- **Detail-Oriented:** You understand that "excellence is in the details."
- **Believer:** You possess an unwavering belief that all students can achieve at high levels and that the teacher is the most critical factor in that success.



COMPENSATION

- 12 month employment
- Compensation for this role is between \$49,000 to \$55,000.
- Starting pay is determined using various factors including but not limited to relevant full-time teaching experience, education certifications, and tenure with Ryze Academy.

BENEFITS

- Extensive, best-in-class training and development
- Competitive benefits package including: medical, dental, vision, life, short term disability.
- 403b retirement plan with up to a 4% match.
- Ryze Discounts at many participating local stores and businesses in the triad
- Potential yearly bonuses based on high-level performance.



At Ryze Academy, we believe students and adults thrive in a supportive, welcoming, and affirming environment. We are intentional about building a diverse and mission-aligned team that reflects the communities we serve and brings a wide range of lived experiences, perspectives, and strengths. We value respect, collaboration, and open dialogue as essential to shaping a strong school culture rooted in belonging and high expectations.

Ryze Academy is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants and do not discriminate or tolerate harassment on the basis of race, color, religion, age, sex, national origin, disability, genetic information, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

We are also committed to ensuring individuals with disabilities have full access to employment opportunities and benefits, including reasonable accommodations during the interview process and while performing essential job functions. Candidates who wish to request an accommodation may contact our recruitment team.

“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

- Malcolm X

