



1515 Blake Dr., Richardson, TX 75081
469-301-6225 | www.risingstarsacad.com

Job Title: Curriculum and Academic Lead Responsibilities:

Location: Richardson, Texas

Organization: MAS Dallas/Rising Stars Academy (RSA)

Position Type: Full Time

Reports To: Director of RSA

Pay Scale: \$50,000 - \$55,000

Accreditation & Compliance

- Serve as the primary contact for Cognia accreditation, including submitting applications, maintaining documentation, and ensuring timely follow-up.
- Maintain compliance with all school, state, and accreditation academic requirements.
- Coordinate academic communication, enrichment programs, and events to ensure all programs meet school, accreditation, and state standards.

Curriculum Oversight & Development

- Oversee academic and curriculum responsibilities for Preschool 3's through 3rd Grade.
- Oversee curriculum development and alignment for preschool and early elementary programs to ensure developmental appropriateness and alignment with state standards.
- Work with Islamic Studies and Arabic teachers to ensure integration of Islamic values across the curriculum.
- Collaborate with Quran and Islamic Studies staff to design culturally responsive curricula reflecting the school's Islamic identity.
- Conduct observations to ensure proper curriculum implementation. Identify academic challenges and collaborate with staff to implement strategies for improvement.

Instructional Leadership & Teacher Support

- Meet regularly with teachers to monitor instructional progress, provide guidance, and ensure adherence to curriculum and expectations. Provide teacher coaching, mentoring, and professional development—including observations, feedback, and instructional support.
- Serve as a mentor to teachers for curriculum implementation, classroom instruction, and student engagement.

- Host or schedule professional development for staff.
Weekly/Monthly meetings with teachers.
- Support teachers in classroom preparation, ensuring they have necessary materials and resources.
- Step into classrooms to provide coverage during emergencies or unforeseen circumstances.
- Support the Directors with additional duties as needed.

Assessment, Data, & Academic Documentation

- Schedule and coordinate standardized testing and assessments.
- Conduct and oversee student assessments, review outcomes, and provide teacher feedback.
- Coordinate additional assessments to monitor student learning and progress.
- Utilize data-driven instruction by analyzing assessment results and identifying gaps.
- Prepare, review, and ensure timely distribution of report cards and academic documentation.

Classroom & Instructional Management

- Ensure lesson plans are completed, meet academic standards, and are implemented according to schedule.
- Create and maintain classroom and academic event schedules aligned with curriculum goals.
- Ensure classrooms are equipped with necessary instructional resources and support learning environments.

School Culture & Community Engagement

- Develop engaging activities and initiatives for staff and students to support a positive school culture.
- Lead efforts to explore and identify grant opportunities to enhance curriculum, resources, and school initiatives.

Qualifications

- Master's degree in Education, Curriculum & Instruction, Educational Leadership, or related field (doctorate preferred)
- 5–10+ years in teaching, curriculum development, or academic program management
- Expertise in learning frameworks, assessment design, and instructional methodologies
- Ability to design measurable learning outcomes and scaffolded learning pathways
- Experience leading educators, facilitating professional development, and managing academic operations



- Strong communication skills and the ability to translate complex ideas into clear learning experiences
- Familiarity with LMS platforms, digital learning tools, and data-driven decision-making
- Commitment to equity, inclusive pedagogy, and continuous improvement
- Strategic thinking paired with hands-on execution and project management skills
- Experience in faith-based, nonprofit, or leadership development programs; bilingual or culturally responsive curriculum design

Application Process: Interested candidates should submit a resume, cover letter, and three references to Sara Rammouni | Director of Rising Stars Academy

Email: Director@risingstarsacad.com