



# Crossroads Christian Academy

## Curriculum and Instruction Job Description

### Job Goal:

The Curriculum and Instruction Coordinator

- oversees the review and adoption process for instructional materials.
- assists and demonstrates how to properly integrate the Bible and connect across the curriculum.
- assists teachers on a day-to-day basis in the maintaining of instructional integrity.
- monitors the implementation and use of curriculum.
- coordinates the evaluation of students and guides teachers in implementing individual changes or modifications for students.

### Line of Authority:

The Curriculum and Instruction Coordinator reports directly to the Director. S/he serves as a member of the administrative team and accepts responsibilities as identified by the Director.

### General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader.
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in an international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.
- Be able to embrace new concepts and technology.
- Exhibits and agrees with a Biblical Worldview.
- Masters in education (an emphasis on curriculum development is desired).
- Have experience in the classroom (5+ years).
- Have experience with the accreditation process.
- Have experience with developing curriculum guides, scope and sequence, standards, learning outcomes, etc.
- Have experience monitoring and mentoring teachers.

### Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions, and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Encourage staff to actively pursue Christ and to grow in their daily walk with Him.
- Resolve conflict biblically with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Be available for prayer and counseling as needed by parents, teachers, and students.
- Be involved with the devotional and prayer time with the faculty.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

## **Administrative Responsibilities:**

### **Personnel**

- Maintain healthy communication with faculty and staff members.
- Update faculty and staff regarding policy and procedures.
- Assist the registrar, college counselor and other coordinators as needed.

### **Supervision**

- Provide leadership to teachers for evaluation and upgrade of curriculum and programs.
- Direct various communications to the appropriate staff or department.
- Direct and appropriate (and/or recommend to the Director) all items/provisions necessary to ensure teaching environment where teachers have everything necessary to successfully carry out the curriculum requirements (physical plant, student desks, supplies, curriculum support, etc.).
- Encourage staff development to improve the effectiveness of the instructional program.
- Observe each staff member at least one time per year (more recommended)
- Work directly with teachers who are in need of improvement.
- Help to coordinate student teachers.

### **Instructional Leadership (K3-12<sup>th</sup> grade)**

- Develop and maintain a strong academic program, curriculum, and teaching staff.
- Review lesson plans weekly. Give feedback as appropriate.
- Monitor Curriculum Trak.

### **Student Responsibilities**

- Assist in student guidance and counseling as needed.

### **Public Relations**

- Develop and maintain a good rapport with parents, students, and leaders in the community.
- Participate in community activities and service/outreach when and where practical.
- Assist in the raising of capital or equipment for school projects, development, etc. in accordance with school policy (i.e., Walk-a-thon).

### **Buildings, Grounds, and Maintenance**

- Communicate well with the CBC church staff regarding shared building space. Reserve all rooms in advance.

### **Budget**

- Oversee the classroom budgets (regular and digital), classroom supplies and curricular supplements.
- Oversee ordering of supplies and distribution to classrooms.

### **Board**

- Cooperate with other administrators in carrying out all board policies and procedures.
- Provide a Curriculum and Instruction report prior to each School Board meeting via the Director's Report.

### **Assessment**

- Oversee the issuing of quarterly report cards with special emphasis in K3, K4 and K5.
- Oversee, and if necessary, carry out MAP Testing three times each year. Assess results with teachers.

**Ordering**

- Oversee, receive, and collate all annual orders and submit them to AASSA.
- Help with ordering as it relates to teacher supplies.

**General Duties**

- Attend all meetings scheduled by the Director.
- Assist the Director in accreditation review tasks.
- Consult and make decisions in a spirit of cooperation with other administrative team members to assist in developing general daily operations, procedures, and policy.
- Field questions from staff and parents regarding policy issues and interpretation.