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**Myrtle Grove Christian School**

806 Piner Rd.

Wilmington, NC 28409

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## **Director of Curriculum**

**Position Title: Director of Curriculum**

**Reports to: Head of School**

**Full-time 12-month employee**

### **Qualifications**

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Hold a Bachelor's degree, or higher, in education from an accredited college/university
- Demonstrate knowledge and passion for curriculum and its effective implementation in the classroom
- Collaborate successfully with faculty and staff
- Express strong verbal and written communication skills
- Display superior planning, organization, and time management skills
- The ideal candidate will possess a minimum of 5 years of classroom teaching experience, preferably with some experience in both lower and middle school grades, as well as prior leadership experience

### **Overview of Job Responsibilities**

#### **Oversee Curriculum Development and Alignment in Grades K - 8**

- Supervise and monitor curriculum documentation in Curriculum Trak software
- Lead the annual curriculum evaluation process with a team of faculty by researching emerging, new, and/or revised curricular programs, resources and initiatives for the purpose of improving overall student learning, engagement and skill development
- Meet regularly with faculty and grade level teams to provide support in the analysis and implementation of curriculum resources for lesson planning and instruction within the classroom
- Collaborate with academic administrative leaders in the planning of effective professional development sessions and the training of teachers in the use of curriculum materials
- Support new teachers with check-ins, guidance and training in curriculum and resources

- Collaborate with academic administrative leaders and faculty in the development of instructional standards; revise standards as needed to guide essential skill progression from grade level to grade level for each subject area
- Monitor use of curriculum resources and provide direction for teachers in the best use of resources combined with other educational tools
- Advise and support teachers in finding strategies for differentiation of instructional strategies and resources to help meet the needs of individual students
- Work with the business office to prepare instructional resource orders each year, along with organizing, inventorying and distributing curriculum materials during the year

### **Assessments and Data Analysis**

- Coordinate all annual Iowa testing as well as any diagnostic or progress monitoring assessments
  - Scheduling
  - Rostering
  - Material organization
  - Training
  - Support during all testing sessions
- Help faculty analyze testing results to help inform instructional strategies in the classroom

### **Accreditation Process**

- Facilitate and lead the accreditation process every five years with consistent support to teachers and administrators in ensuring standards are continuously met with fidelity