



**Title:** Director of Curriculum and Professional Development

**Reports to:** Head of School

**Spiritual Qualifications:**

- Have received Jesus Christ as his/her personal Savior and believe that the Bible is God's Word and standard for faith and daily living.
- Possesses personal humility.
- Be a Christian role model in attitude, speech, and action toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Be a Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith.
- Be spiritually mature and consistently maintain a daily devotional and prayer life.
- Lead, in a godly manner.
- A credible parent whose children are under control, respectful, and obviously loved.
- A success in maintaining healthy, harmonious relationships in and out of the home.
- An overseer who has the ability to see the big picture and evaluate policies and actions considering the UMS vision.
- A communicator who can effectively teach, motivate, and impart UMS principles.

**Preferred Professional Qualifications:**

- Bachelor's degree in Education or Curriculum (Master's degree preferred)
- Minimum Two-year experience in curriculum, instruction, and planning

**Qualifications:** The person selected for this position must be a sensitive and mature individual who is able to relate well to both children and adults. This person must have the ability to provide leadership, a strong knowledge of the curriculum, and a high understanding for the way in which children learn and develop specific to their department. They must maintain a professional image and be an example to the teachers in their department. They must be a self-starter with plenty of initiative. This person must be willing to fulfill responsibilities in accordance with Little Sprouts & Alliance Christian Academy's education and doctrinal philosophy. They should be willing and ready to help teachers in any way they can.

- Perform multiple technical tasks
- Planning and managing projects
- Evaluating and assessing program successes
- Ability to work well independently on several projects concurrently
- Leading teams
- Maintaining a department budget
- Possess excellent communication, organizational and creative thinking skills
- Strong mentoring skills, including but not limited to the ability to encourage and build lasting relationships
- Strong initiative, including ability to organize, prioritize, problem solve and pay attention to details

**Position Summary:** The Director of Curriculum and Professional Development must have a passion for overseeing the fulfillment of the school's mission to "develop lifelong leaders and learners, loving the Lord." The director must demonstrate a commitment to and passion for the Christian, classical, university style model. This individual must possess organizational skills and an ability to manage multiple projects simultaneously. This person should be energetic, driven, and possess strong leadership, communication, and team building skills. Candidate must have a strong faith in Jesus Christ and live it out in such a way as to be an example to others. This person must be passionate about helping Alliance Christian Academy's instructional staff grow personally and professionally. The Director of Curriculum and Professional Development reports directly to the Head of School.

**Spiritual Leadership:**

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, wholesome, and loving, while on campus or in working groups with staff.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.

**Essential Job Functions:** The Curriculum Development Director plans and executes the curriculum plan for all schools. This person ensures the alignment and consistency exists amongst grade levels for each subject area. They also set expected timelines for development of these areas with the staff involved in each subject area. The Director of Curriculum and Professional Development may be assigned to oversee or assist in any number of areas outlined below.

- Leadership responsibility for organizing, coordinating, implementing, and evaluating the total curriculum and instructional program, pre-kindergarten through grade twelve.
- Responsible for the cooperative working relationship among department heads (as applicable), lead teachers, school principals, and such instructional and curriculum committees as are necessary to establish a well-coordinated program of education from pre-kindergarten through grade twelve.
- Initiate pre-kindergarten through grade twelve leadership for curriculum planning, development, and implementation.
- Maintains master list of curriculum across all schools.
- Administer, coordinate and supervise the instructional program in all schools by cooperatively and directly working with the principals and faculty of each school.
- Assist in the development and management of the annual budgets for curriculum and professional development.
- Approve the selection of instructional materials and textbooks through proper channels as a cooperative committee procedure at all levels.
- Keep the curriculum and instructional programs up to date making certain to maintain the emphasis on the classical, Christian model.
- Manage and evaluate business relationships with online book store providers, curriculum publishers, etc.
- Develop and initiate curriculum evaluation procedures for all programs.
- Supervise and coordinate a program of orientation for new teachers and in-service training for experienced teachers.
- Work cooperatively with the technology coordinator to direct the use and distribution of instructional equipment and materials schoolwide. Help ensure that teachers are informed of available instructional materials in the school and assist with the planning and in-service of such materials.

- Prepare and submit an annual report to the Head of School relating to the progress, adjustments, and accomplishments in curriculum and instruction.
- Collaborate with the school librarian to maintain a curriculum materials center/storage to house all unused materials.
- Maintain a list of classroom resources used within the curriculum and make sure all needed materials are provided for each teacher.
- Keep records of all ACA curriculum materials and where they are currently in use and by whom.
- Work collaboratively with department chairs (as applicable), lead teachers, school principals, and other instructors to ensure the curriculum is aligned both across campuses and vertically.
- Coordinate standardized testing programs (e.g., CTP, PSAT) and use data to guide professional development, curriculum adjustments, and to identify potential trends as indicated by test results. If a trend exists for three years, form a committee to investigate the reason. If the curriculum is shown to be the issue, consider alternatives and oversee the changes that need to be made. Coordinate with school principals for testing schedules.
- Maintain academic and standardized testing records and ensure compliance with all school policies and procedures, guiding faculty in using data to inform instruction.
- Maintain the continuing education hours database and inform teachers and principals of the hours met and any still needed annually.
- Encourage teacher attendance at professional conferences and workshops. Maintain the budget as fairly and equitably as possible by departments.
- Implement effective internal assessment systems to monitor academic progress of students throughout the year.
- Ensure curriculum alignment with a set of standards.
- Supervise and support department chairs (as applicable) and lead teachers with all curricular goals, instructional strategies, leadership in the area of curriculum and staff development.
- Analyze school's staff development needs for the purpose of identifying relevant issues and recommending or implementing a plan. Seek principal and staff input.
- Oversee special instructional professional development programs and any necessary training for new curriculum development and/or for the purpose of improving teacher quality as needed.
- Monitor professional development services (e.g. consultants, course objectives, training staff, etc.) for the purpose of ensuring that maximum outcomes are achieved within budget constraints.
- Assist with teacher evaluations as requested or desired by school principals.
- Assign, update and maintain the summer reading lists, summer projects, and summer math homework.
- Update and maintain the grammar, logic, and rhetoric curriculum guides, collaborating with the Logic & Rhetoric School Principal on EPI supply packs.
- Ensure that copyright laws are known and followed.
- Assist the Logic and Rhetoric Principal with ACA course and college advising, as requested.
- Other duties as designated by the Head of School.