

Job Description

Title of the position: GCCA Director of Curriculum & Instruction K-12

Reports to: HOS

Job Description: GCCA Director of Curriculum & Instruction K-12 will

- Strategically direct the GCCA curriculum and instructional alignment process K-12.
- Monitor and assist teachers and administrators in developing the most effective assessment and instructional practices that promote student achievement.
- Assist the HOS in leading the accreditation process.
- Teach a maximum of 3 classes per year, with a preference of 2 classes.

Qualifications:

- A master's degree, preferably in curriculum and instruction or a related educational field.
- Experience with school accreditation is preferred.
- Experience with using multiple school information systems is preferred.

Responsibilities include, but are not limited to:

- Coordinate with the HOS to implement the instructional alignment process K-12.
- Coordinate with the HOS to evaluate K-12 assessment practices relative to student outcomes.
- Coordinate with the HOS to assist teachers in developing the most effective assessment and instructional practices that promote student achievement.
- Coordinate with the HOS to strategically plan and implement staff in-service and professional development strategies K-12.
- Oversee the management of GCCA's curriculum database.
- Ensure that all curriculum is taught in light of a Biblical worldview and assist teachers in developing meaningful Biblical illumination within their curriculum.
- Create and oversee the curriculum review cycle which includes a review of GCCA's current curriculum, evaluation of possible new materials, and implementation of any new resources.
- Observe K-12 teachers and classrooms, and coordinate with the HOS to assess and refine the GCCA instructional observation tool.
- Assist HOS with the evaluation of K-12 teachers.
- In coordination with the HOS, manage and analyze K-12 student academic data.

- Provide evidence and create summary reports which support GCCA initiatives related to accreditation standards.
- Address curriculum and instruction questions from all stakeholders.
- Create class schedules for each grade level.
- Create final exam schedules for junior and senior high.
- Track grades for all students and meet with struggling students, parents and teachers as needed. Coordinate with teachers to develop plans for assisting struggling students.
- Run grade reports every two weeks to assist with tracking student progress. The Director will meet with students regularly to assist as needed.
- Ensure transcripts are up to date and proper credit has been given to students.
- Review the graduation credits to ensure GCCA is effectively meeting the needs of our student body.
- Oversee the GCCA enrichment program. The Director will be primarily responsible for 5th-12th grade enrichment and will work with the K-4 enrichment coordinator to ensure appropriate enrichment activities are being implemented throughout the curriculum.

Success of this position:

The success of the Director of Curriculum and Instruction will be measured by the assessment and improvement of teacher instruction and student achievement based upon defined student outcomes within an aligned curriculum K-12. Additionally, it will be measured by the consistency with which instruction is delivered with excellence through a biblical worldview.

Salary and Benefits

1. Salary Range: \$22,500-\$35,000 (depending on experience and # of classes taught)
2. 100% health insurance premium paid for full-time employees.
3. 4-day school week. No school on Friday's.
4. Free skiing on Friday's.
5. Tuition discount for employee's children.
6. Small Class Sizes