



**Title: Upper School Director of Curriculum & Instruction**

Contract/Agreement Period: 12 months

Reporting Relationship: Head of the Upper School

**Summary Job Description:**

The Director of Curriculum & Instruction provides the instructional and administrative leadership necessary to ensure the growth of the academic program of Briarwood Christian School's (BCS) Upper School (7th-12th grades).

This position works to strengthen the educational program and promotes the educational development of all students through the implementation of systems, analysis of data, and the use of best practice educational strategies in the classroom and the professional development of all staff members.

The Director of Curriculum & Instruction works collaboratively with the Head of Upper School and the Administrative Team to communicate and carry out the vision for the overall academic program within the school.

**Spiritual and Lifestyle Requirements:**

BCS employees are to conduct themselves in private and in public consistent with the doctrinal and lifestyle standards of Briarwood Presbyterian Church, BCS and as stated in church and school contracts, agreements, and handbooks and manuals.

BCS is a Christian ministry of Briarwood Presbyterian Church representing Jesus Christ throughout the local community. As a ministry of Briarwood Presbyterian Church, BCS employees are called to minister to students and parents. Because every subject is integrated with biblical truth, there is no secular/sacred division in the work that teachers and school staff perform. Consequently, BCS requires its employees to be born-again Christians who live their lives as Christian role models and to integrate biblical truth in everything they teach and do. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to live contentedly under authority.

**Qualifications:**

- Must be a mature evangelical Christian who agrees with the school's Statement of Faith and whose lifestyle is consistent with the school's Declaration of Moral Integrity
- Must be a member in good standing of a local evangelical church
- Must be able to articulate a deep understanding of a biblically informed philosophy of Christian education
- Must possess strong communication and interpersonal skills

- Undergraduate degree from accredited University in Education or other related field
- Masters degree from accredited University in Curriculum & Instruction or Educational Leadership (preferred)
- At least 5 years of classroom experience
- At least 5 years of proven experience in mentoring teachers, coaching staff, supervising curriculum and instruction, preferably in different K-12 grade levels

### **Scope of Responsibilities:**

The Director of Curriculum & Instruction is responsible for overseeing all teaching, learning, and data reporting on campus in conjunction with Principals and their administrative teams, to ensure continued growth to the academic program of the school.

### **Assessment**

- Reviews assessments to ensure effectiveness in measuring the objectives
- Reviews assessments to ensure rigor and college readiness
- Creates an assessment system that includes formative, interim, summative, and unit assessments with a timeline of when each should be given
- Stays abreast of standardized tests and formats to assist teachers in effectively preparing students

### **Analyze- Use of DATA to Improve Instruction**

- Reads and evaluates all test scores to identify trends, strengths and weaknesses
- Trains 7th-12th grade teachers in the use of data interpretation
- Leads 7th-12th grade teachers in the use of the school's detailed data analysis tools to drive instructional practices, reteaching strategies, and interventions
- Leads Department Chair Meetings and Data Meetings
- Reports test scores and student progress to Superintendent and Principals
- Works with Principals on strategies to improve weaknesses in test scores

### **Action - Teaching and Learning**

- Works with the Administrators to check lesson plans, grade books, and instructional strategies and modify as needed
- Observes and documents classroom observations in order to counsel teachers regarding strengths, weaknesses and suggestions and then reports findings back to the Principals
- Implements school-wide procedures for checking student progress and informing parents
- Oversees all issues of curriculum looking for gaps and redundancies
- Works with Principals and Grade Level/Department Chairs to coordinate curriculum and update as needed
- Works with the Principals to develop and evaluate curriculum, which meets the needs of our students and supports our vision, mission, and beliefs

- Works with teachers to acquire all material necessary for the enhancement of instruction in the classroom

### **Culture of Continuous Growth**

- Works with Principals to create an organized plan of professional development at the beginning of the school year based on identified school improvement goals
- Coordinates off campus professional development on campus, including seeking opportunities for teachers to 'teach the teacher' when they return to campus
- Runs professional development sessions for faculty on academic issues pertinent to the school
- Is expected to read professional literature and keep abreast of best practices in education so that BCS stays current with best educational practices
- Attends conferences and represents BCS and brings information back to the school
- Creates relationships with like-minded schools and administrators in those schools

### **Other Administrative Duties**

- Assists in providing educational leadership by creating an environment conducive to teaching and learning
- Participates in Administrative Team Meetings
- Assists with tracking teacher certification and renewals
- Assists with annual accreditation reports and renewal processes
- Able to follow the BCS approved curriculum guide for the instruction of each particular class