

Director of Curriculum & Instruction

Job Description: The Director of Curriculum and Instruction will oversee every facet of the school's operation that directly impacts student learning. This will include monitoring of classroom instruction and curriculum development for all subject areas. The Director of Curriculum and Instruction will be responsible for direct oversight of the instructional staff. The Director of Curriculum and Instruction reports to a board designated representative or administrator.

Responsibilities:

- Communicate regularly with the Administrator concerning student achievement, curriculum development, professional development, staff evaluations, and the budgetary needs for each.
- Oversee the Lead Teachers in the day to day supervision of instruction and practical application of classical Christian education at Grace Academy.
- Ensure curriculum alignment with accreditation standards as described by the Association of Classical Christian Schools (ACCS).
- Coordinate teacher recruitment and assisting in hiring process for all instructional staff with an emphasis in classical methodologies and practices.
- Plan and implement summer staff orientation.
- Attend teacher meetings, support lead teaches, and facilitate positive faculty dynamics.
- Facilitate regular school wide staff meetings.
- Articulate and model the school's core values to students, families, staff and the community.
- Oversee the management of all student academic records.
- Collaborate with Director of Student Affairs and Admissions Director concerning student discipline and other policy implementation practices.
- Collaborate with Admissions Director concerning student achievement and student assessment.
- A commitment to Grace Academy and its values; an understanding of its mission and unwavering commitment to fulfill it.
- A high level of personal integrity and professionalism.
- An unwavering commitment to high academic achievement of all students.
- A capacity to motivate and lead instructional staff in order to yield the highest academic performance possible from all students.
- Ability to give constructive feedback to facilitate student growth and academic achievement.
- Openness to receive feedback on issues that will facilitate growth and achievement of both students and faculty from the Board of Directors or its designee of Grace Academy.