

Curriculum Coordinator

Job Description

Reports To: Administration

Department: Staff

Part-time



LANCASTER COUNTY
CHRISTIAN SCHOOL

Job Summary

The part-time Curriculum Coordinator helps ensure that the faculty of LCCS has the support and resources they need to promote students' abilities and successful learning. They provide oversight of the curriculum process and assure that curriculum satisfies all the requirements of LCCS accrediting agencies while helping to forward the mission of LCCS.

Responsibilities

- Work in collaboration with teachers and administration to develop appropriate curriculum for the academic programs of LCCS
- Research trends in instructional methods and educational technology to support the curriculum
- Plan, organize, and conduct/coordinate training for new curriculum implementation
- Conduct demonstration lessons and support teachers through new curriculum implementation when necessary
- Collaborate with the administration and the assisted learning coordinator to select appropriate assessments to strengthen the curriculum
- Assure, along with LCCS administration, that the approved curriculum are fully operational and being used by LCCS faculty/staff
- Perform other duties as assigned by the Head of School related to curriculum

Qualifications

- Strong testimony of faith in Jesus Christ as Lord and Savior
- BA in education or related field (MA in curriculum development preferred)
- Project a positive, cheerful disposition
- Strong oral and written communication skills
- Possess strong Google Workspace, Microsoft Office, and general computer skills
- Ability to multi-task and perform well in a busy environment
- Attention to detail and overall vigilance