



**JobTitle:** Full-Time Curriculum and Instruction Specialist

**Status:** Full-time year-round with a start date of July 1, 2018

**Prepared by/Date:** JD Zubia/April 2018

### **Position Summary**

PCA is seeking a Curriculum and Instruction Specialist for Grades K-12. This person's duties include (but are not limited to):

- Overseeing Curriculum development, instruction, and staff development.
- Collaborating with faculty members and committees in the development, writing and implementation of school curriculum, as well as the evaluation, purchase and incorporation of texts, resources and technology into classroom instruction.
- Providing leadership and coordination to provide an aligned and articulated instructional program in all core subject areas for K-12 grade levels.
- Providing ongoing evaluation of curriculum maps/curriculum guides, with annual updates of objectives and assessments.
- Obtaining and using student achievement data to examine curriculum and instruction program effectiveness for curriculum, including the use of trend line data, as a part of the school's curriculum management system.
- Overseeing the school's testing program, including analysis of test results. Disseminate information regarding current research and significant developments on the state and national levels in curriculum.
- Managing the preparation of office budget requests and monitors expenditures. Obtain and have on file appropriate publications and supplementary materials relevant to curriculum.

Candidate must possess a Master's degree in Curriculum and Instruction from an accredited university, have a minimum of three years of classroom teaching experience, and previous experience in curriculum development in a Christian school. Candidate should also have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community. The ability to articulate his/her Christian worldview and philosophy of Kingdom education is critical. Candidate must possess excellent written and oral communication skills, and use the Matthew 18 principle for conflict resolution.

Candidate must be in agreement with the ECBC/PCA Statement of Beliefs and Lifestyle statements. If you believe you are qualified, we invite you to submit an online application at the link below.

### **Organizational Status**

This position reports to the PCA Headmaster.