



Curriculum Coordinator August 2023

Department: Faculty

Reports to: Principal

Hours: Part-time; 10 months (Mid-August through Mid-June)

Job Summary: Wheaton Christian Grammar School is seeking an outstanding assistant curriculum coordinator (ACC). The successful candidate will be knowledgeable and highly effective who can skillfully integrate his or her Christian faith with WCGS curriculum and academic programming. To be considered for this role, the candidate must be:

- An educator who is a devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- An educator who is an expert in the field of curriculum and highly qualified in computer skills to support curriculum development.
- An educator who is seeking to grow intellectually and professionally.
- An educator who invites colleagues and students into the great works that God has prepared in advance for us to do.
- An educator who is ready to integrate vibrant faith with excellent academics, while providing a safe and healthy learning environment.
- An educator who understands and unreservedly supports the philosophy, objectives, and teaching position of Wheaton Christian Grammar School.

Essential Roles and Responsibilities include the following. Other duties may be assigned.

Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates spiritual maturity and desire to mentor and disciple students.
- Understands and can clearly articulate the Gospel.

Curriculum Responsibilities The assistant curriculum coordinator will assist the director of curriculum and instruction in:

- Articulating and coordinating the academic programming and instructional practices for K-8.
- Collaborating to support staff in the on-going process of curriculum evaluation and review.
- Documenting the guaranteed and viable academic programming of the school in each discipline K-8 through curriculum mapping.
- Presenting the school's philosophy of teaching and learning, best practices and curriculum to the staff and community.
- Collaborating with teams (Principal, Director of Curriculum, Director of Student Services, classroom teachers, instructional aides, Academic Specialists) to identify student needs and instructional strategies that can address these needs.
- Championing classroom teachers in implementing the school's curriculum, utilizing ancillary resources, differentiated practices, and technological tools.

- Displaying competency in ordering and receiving curriculum, as well as classroom supplies, helping teachers have all the resources needed for implementing the curriculum.
- Displaying excellent written and verbal communication skills through reflective questioning and active listening, to convey information and ideas in a clear, concise, and professional manner.
- Facilitating school-wide testing setup, training, and data analysis to inform student learning, teaching, and academic programming.
- Maintaining areas of school accreditation and licensure.
- Greeting and assisting daily substitute teachers in preparing for subbing and helping troubleshoot should problems arise in the classroom.
- Maintaining an up-to-date Illinois Professional Educator License.
- Willingness to obtain and maintain an up-to-date ACSI teacher certification.
- Engage in ongoing professional development activities to support curriculum development and research-based instructional practices across the disciplines.
- Assume other duties and responsibilities as may be delegated by the administration.

Community Relations:

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the WCGS mission.
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff.
- Attends and supports school-sponsored student activities, and periodic parent partnership events.
- Supports and is accountable to the Wheaton Christian Grammar School mission.

Physical Demands:

- While performing the duties of this job, the K-5 curriculum and student services coordinator is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The individual is occasionally required to stand, walk, climb, balance, stop, kneel, crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must hold a B.A. degree, current/valid Illinois teacher certificate, and agree to the key policies of Wheaton Christian Grammar School. Applicants should submit all information through our website. If there are any questions about the position, please contact Principal, Marc Painter, at mpainter@wheatonchristian.org

**Applicants will not be considered until a completed application (with all required attachments) has been received.*