



Heritage Christian School Director of Curriculum, Instruction and Assessment

The *Director of Curriculum, Instruction and Assessment (DCIA)* is responsible to provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the school's curriculum, instructional program, and assessments. Providing support, encouragement, guidance, and accountability for the teaching faculty, the DCIA will embody a love of learning, have a passion to research best practices, and a desire to lead faculty in building a collaborative, biblically faithful and academically excellent instructional program that meets the highest standards.

The Director of Curriculum, Instruction, and Assessment reports to the Head of School and participates as a member of the Head of School's Leadership Team.

Spiritual Qualifications:

- Models spiritual maturity through a personal commitment and relationship to Jesus Christ and an active member/regular attendee of a local evangelical church
- Agrees with and commits to uphold Heritage Christian School's Statement of Faith as well as the mission and vision
- Agrees with and commits to uphold Heritage Christian School's Declaration of Moral Integrity
- Demonstrates a commitment to Christian education

Professional Qualifications:

- Master's Degree in Curriculum and Instruction, Education Leadership, or a closely related field
- Valid and current Iowa Teaching License, or the ability to obtain the appropriate credential.
- Experience teaching at an elementary and/or middle school level
- Experience with Teaching for Transformation preferred.

Professional Profile:

- Demonstrates energy and passion to engage faculty in learning new, research-based strategies to accomplish school-wide and classroom instructional goals.
- Possesses a deep understanding and commitment to the development of a biblically faithful and academically excellent instructional program.
- Fosters and maintains a collaborative learning environment.
- Demonstrates excellent professional interpersonal skills
- Exhibits strong organizational skills
- Models excellent leadership skills with humility, grace, and professionalism.
- Demonstrates organizational skills using time and resources efficiently.
- Makes a commitment to professional growth, keeps current with research on best practice, educational trends, and actively seeks engagement in professional community.
- Exhibits strong communication skills, both oral and written.



Essential Functions:

1. General:

- Develop and manage instructional and professional development calendar collaborating with the Head of School in the development of plans and agendas
- Participate in the interview and selection process of instructional staff as appropriate.
- Coordinate the Teacher Mentorship Program and orientation activities for new teachers
- Report periodically to the Board of Directors on issues related to curriculum, instruction, and assessment as directed by the Head of School.
- Make recommendations pertaining to policy and procedure to the Head of School
- Recommend a curriculum and instructional materials budget to the Head of School.
- Attend and actively participate in professional organizations associated with this role
- Collaborate with the Head of School on the school's instructional program
- Serve as lead administrator in the absence of the Head of School
- Performs other duties as directed by the Head of School

2. Curriculum & Instruction:

- Guide instructional staff through annual curriculum review process including the training and implementation of newly selected curriculum
- Develop and revise written curriculum documents, including collaboration with teachers, to ensure all curriculum documents are up-to-date
- Support classroom teachers to create annual professional goals
- Provide instructional coaching relationships with teaching staff through classroom observations, informal and formal feedback, resources, guidance, support, and accountability.
- Annually, support the Head of School's evaluation of teaching staff by providing evidence collected through school-wide academic data, classroom observations, etc.
- Facilitate the growth of authentic biblical worldview development in classroom instruction through Teaching for Transformation
- Assist in high quality and purposeful technology integration in the learning environment.
- Actively work with instructional staff who receive a Performance Improvement Plan
- Work with staff to support students in need of intervention
- Participate in parent-teacher and/or local AEA meetings to support instructional needs

3. Assessment:

- Assist in determining the best, research-based, standardized school-wide assessments that provide quality, actionable, academic data.
- Coordinate schedules for school-wide standardized assessments
- Develop and manage a plan and process for analyzing and responding to academic and assessment data
- Maintain accurate records of assessments/interventions and collaborate with staff to support intervention goals