



SAN RAMON VALLEY CHRISTIAN ACADEMY

Title: Director of Curriculum and Instruction

Classification: Full time, exempt

Purpose of the Position: The Director of Curriculum and Instruction

Reporting Relationship: Reports to SRVCA Principal

Duties and Responsibilities:

- Exemplify a genuine love for Christ and commitment to live as His disciple.
- Supervise the curriculum review teams and the process for selecting new curriculum.
- Oversee weekly professional development program for staff, including collaborative learning teams and grade-level meetings.
- Research and stay current with teaching practices and trends in Christian education.
- Serve as a consultant to the Resource Coordinator and attend IEPs and conferences as needed.
- Work with SRVCA administration to address curriculum concerns, implementation, and development.
- Act as a new teacher mentor, providing support and training when necessary.
- Provide curriculum training when new curriculum is introduced to a grade level.
- Complete BTSA training and act as a BTSA coordinator for teachers requiring support.
- Assist teachers in recording CEUs for ACSI.
- Provide feedback to teachers through staff evaluations, both formally and informally.

Qualifications:

- Active, personal, growing faith in Jesus Christ
- Master's degree in education or related field
- Teaching credential
- 5+ years of teaching experience in the classroom
- Passion for research & development in using effective teaching curriculum
- Strengths in administration and leadership
- Good communication and team collaboration