

General Description – The Curriculum Coordinator has 3 primary responsibilities:

1. Provide leadership in the development, review, preparation and implementation of distinctly Christian curriculum.
2. Ensure that ECS curricular objectives and content are shared with the supporting community.
3. Ensure that the interests and vision of the ESCE are central to all projects and actions.

These tasks will be accomplished through the following activities.

Job Description:

A. Curriculum Coordination:

- Manage a program of curriculum planning and development.
- Collaborate with /Administration, and Instructional Leadership Teams to establish priorities in curriculum development and educational issues.
- Lead teacher work committees in developing and writing Christian curriculum materials.
- Advise teachers of the availability of pertinent Christian professional development opportunities and other resources.
- Advise individual teachers with respect to curriculum development and implementation.
- Orientate new teachers in Christian Curriculum and Perspective.
- Organize Curriculum Writing sessions, as needed.

A. School Board Services:

- Provide support to the ESCE Board in curriculum related matters and keep them informed on all curriculum matters.
- Make regular reports to the board.
- Maintain contact with EPS Curriculum Department and Christian Alternative Programs.

Specific Responsibilities

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Responsibilities include:

- Attend meetings with Administration to work out the curriculum plans, training and initiatives.
- Make curriculum presentations at General and School Staff meetings Maintain records of ECSs Curriculum Fund.
- Provide an annual report to the Board, including a yearly review that details how ESCE curriculum funds were spent.
- Prepare an annual budget for consideration by the ESCE Board.
- Act as a consultant for Instructional Leadership Teams.

Extended Christian School Community Involvement

- Will serve as the Curriculum Advisory Committee liaison for Prairie Association of Christian Schools (PACS).
- Will work closely with the PACS Curriculum Coordinator on developing mutually beneficial strategies.
- Work with other Christian schools, both within EPS and outside.

Edmonton Public Schools Involvement

- Attend Focus training meetings.
- Provide assistance to the Principal in implementing the Instructional Focus and other curricular projects.