



## **Director of Curriculum and Assessment Job Description**

Covenant Christian School  
Updated February 18, 2019

### Qualifications

1. An active member of an evangelical Christian Church.
2. A profession of faith in Jesus Christ as Lord and Savior.
3. Minimum of a B.A. degree in education.
4. Administrative experience in an educational setting with demonstrated leadership qualities.
5. Agreement with Covenant Christian School's Doctrinal Statement.

### Reports To

This position reports to the Head of School.

### Essential Responsibilities

The essential responsibilities of the position shall be carried out in a manner consistent with Covenant Christian School's Distinctives:

- Biblical - Covenant students analyze all things through the lens of Scripture and learn discernment by navigating difficult issues and ideas, without fear, as they prepare to speak into the world.
- Relational - Covenant's purposefully small size allows for deep relationships within the community. Opportunities for intentional teacher-student and cross-grade relationships, are carefully fostered.
- Integral - Covenant's curriculum has been purposefully designed to provide students with an understanding of the connected nature of all of God's creation.
- Experiential - Understanding the connected nature of God's creation, Covenant provides experiences for students which bring a depth and richness to student learning. By doing so, students confidently explore their gifts and all of God's creation in meaningful and creative ways.

In addition, it is essential that the candidate recognize that children are whole persons, created in the image of God and worthy of dignity. These responsibilities include praying regularly with and for the students, parents, faculty and staff of Covenant Christian School.

### 1. Curriculum

#### a. Classroom

- 1) Provide oversight of the school's integral, experiential curriculum. Review and develop (as necessary) educational objectives, standards and expectations for each element of the school's curriculum.
- 2) Ensure that the curriculum is grade level appropriate.

- 3) Ensure documentation of curriculum for all grade levels in a standardized manner developed in consultation with the Head of School and the teachers.
  - 4) Ensure that all curriculum information provided to teachers and the school community is accurate and up-to-date.
  - 5) Work with faculty to ensure that all curriculum is available, easily accessible and stored appropriately.
  - 6) Work with teachers and the school's administrative assistant to order curriculum in a timely manner.
- b. Review
- 1) Provide oversight of the school's curriculum review process and ensure steady progress in accomplishing the purposes of the review.
  - 2) Propose modifications to the school's curriculum to the Head of School. Proposed curriculum modifications should be consistent with established objectives, standards and expectations.
  - 3) Provide ongoing assessment of the review process to the Head of School and make modifications to the process as necessary.
- c. Alignment
- Ensure that Covenant's curriculum lines up well with "next step" schools.
2. Assessment
- a. In conjunction with the Head of School, develop and oversee implementation of the school's Assessment Plan. The Assessment Plan will include a comprehensive system for assessing progress toward meeting the school's Learning Goals.
  - b. Manage the report card and conferencing protocols to ensure that they provide meaningful feedback to parents and students.
  - c. Work to create benchmark assessments for all subjects.
  - d. Assess collected data, review with faculty (data retreats) and recommend, as necessary, changes to the curriculum.
  - e. In conjunction with the Head of School, communicate the results of student performance and school effectiveness with faculty, the board, and parents.
3. Technology
- Work with the Head of School to evaluate the technology needs of faculty and students and support its implementation.
4. Professional Development
- a. Work with the Head of School to develop the annual professional development calendar.
  - b. In consultation with each faculty member, develop individual teacher professional development goals.
  - c. Keep teachers informed about professional development opportunities in alignment with professional development goals.

5. Accreditation

Provide support to the accreditation process and ensure that curriculum and assessment practices are consistent with the needs of the school's accrediting body.

6. Teacher Observation and Evaluation

Provide informal and formal feedback to faculty through the observation and evaluation process.

7. Miscellaneous

- a. Manage Covenant's Care Team process (for students with learning needs).
- b. Assist in updating the school's Learning Goals.
- c. Oversee the administration of admissions screenings.
- d. Attend school board meetings as requested.
- e. Support the school's communication plan through active participation in its implementation.

8. Other duties as assigned by the Head of School.

To Apply

If interested, please submit a current résumé, cover letter, and written educational philosophy statement to:

Rev. John Roberts, Head of School  
Covenant Christian School  
2145 North Ballas Road  
St. Louis, Missouri 63131