



Classical Academy de Lafayette

Curriculum Director

Reports to: Head of School

The **Curriculum Director** has the responsibility for coordinating instructional materials, supervising its implementation by faculty, and assessing the curriculum's overall effectiveness in training students. This position participates actively in the life of the school to forward best practices to enhance student learning. As a member of the leadership team, the Curriculum Director partners with the Head of School to develop a curricular program in support of the school's mission and teaching philosophy as it adheres to a classical pedagogy. The Curriculum Director will be responsible for both horizontal coordination and vertical scope and sequence to ensure the school remains on track with its academic goals. The Curriculum Director is also responsible for ensuring curricular implementations remain at its highest quality and will work annually with faculty on their informal and formal evaluation processes in support of achieving professional growth goals.

In coordination with the Head of School and the BCSI (Barney Charter School Initiative) Curriculum, the Curriculum Director implements and communicates across constituencies a curricular vision for the school that emphasizes critical thinking and quality reasoning, written and oral.

Overview of Classical Academy de Lafayette

Classical Academy de Lafayette seeks to develop the academic potential of each student through a rigorous, content-rich, classical liberal arts program while cultivating in them a virtuous character. The school's programming is directed towards students who seek a rigorous education and stand ready to do their part, work hard, and earn their own education and families ready to support them in this effort.

Leadership Team

- Serve as Administrator on duty when Head of School is absent
- Collaborate with the Leadership Team:
 - to ensure cohesion and alignment of CAL's mission and curriculum expectations with teachers and students
 - to further develop character education within faculty
- Participate on interview committee with Head of School when hiring new faculty as needs arise

Curriculum

- Confirm all curriculum used is in line with CAL's mission
- Identify curriculum areas that need strengthening or support
 - Once areas of support are identified, collaborate with teacher(s) to create an action plan to achieve successful delivery of chosen curriculum
- Develop the process, assess faculty, and document performance of curricular alignment in accordance with the mission of CAL and BCSI curriculum
- Purchase and distribute all curriculum materials for faculty
- Resolve any curriculum conflicts or concerns promptly (i.e.: with faculty or parents)
- Create Scope and Sequence matrix to ensure clear communication with parents and for marketing purposes
- Assess (annually) curriculum/scope and sequence to confirm it accurately aligns with CAL's mission
 - Recommend changes or modifications, if needed
- Review BCSI Curriculum License annually
- Establish and implement with faculty school wide grading platform
 - Work with faculty to ensure understanding of grading platform and mastery of its usage

Community

- Discover best practices in broader academic community by interacting with other educational leaders and communities
- Maintain effective communication with parents as needed

Faculty

- Works with faculty to enhance curriculum and scope and sequence
- Support faculty through mentoring/coaching

- Directs the daily operations by supervising the staff, and by setting the tone for a quality educational program resulting in a school that runs smoothly
- Aid Head of School in creating a consistent pipeline of faculty recruits
- Develop character education within faculty
- Oversee the assignment, evaluation, training, encouragement, discipline and inspiration of the teaching staff by leading and developing the academic community resulting in an excellent faculty which is consistently growing and improving over time
- Assist Head of School with annual teacher evaluations
- Coordinate annual professional development for faculty to support growth and progress
- Run weekly faculty meetings
- Support faculty as they aim to meet individual and schoolwide goals and expectations
- Develop online schedule allowing for both virtual and face to face learning
- Research and implement with staff a communications platform (i.e.: slack)

Training

Coordinate annual training for faculty:

- Access Literacy, Grammar Program, and Circe Training
- Singapore Math Training
- Core Knowledge Training
- Classical Education Training
- Other training as directed by the Head of School

Testing

- Ensure CAL meets or exceeds Missouri's academic requirements
- Review and analyze standardized test scores to inform curricular decisions (short term and long term)
- Schedule school wide testing where needed (CLT, etc.)

Events

- Coordinate with faculty to plan field trips across grade levels
- Ensure field trips align with grade level curriculum
- Organize field trip programming (ie. organize every detail of local, national, and possibly international field trips) making sure it aligns with curriculum
- Organize annual Boot Camp details