

Covenant Christian High School

Position Description: Director of Instruction

Reports to: Administrator

Draft Date: 2/12/2024

Description:

Serving under the direction of the administrator, the **director of instruction** provides godly leadership and management over the curriculum and its development as well as the development of the teaching staff to ensure students are empowered with the knowledge and skills for the next phases of their callings in life to serve and glorify our God.

Responsibilities:

- Supervises the teaching and academic support staff.
- Supervises and participates in developing curriculum to ensure it is Bible based, Christ centered, and standards focused.
- Keeps abreast of and assures that the standards of the state and the enrollment requirements of colleges and universities are met.
- Coordinates curriculum and communicates with the local Protestant Reformed K-8 feeder schools to help prepare students for transfer to CCHS curriculum.
- Orients new faculty to become familiar with CCHS teaching philosophy, textbooks, guides, personnel policies, and parent expectations.
- Oversees and assesses the teaching methodologies and effectiveness of the teaching staff to assure standards and educational goals are achieved.
- Provides critiques and encouragement for teacher development and growth.
- Initiates professional development programs and activities designed to enhance the knowledge and skills of individual teachers and/or groups of teachers.
- Helps develop teaching strategies, supports collaboration, provides coaching, and provides opportunity for feedback.
- Plans for and ensures that substitute teachers are available for both scheduled and unscheduled absences.
- Participates in building the master class schedule working with the director of student life and the guidance counselor.
- Coordinates the evaluation and purchases of teaching materials and textbooks with the teaching staff and department heads.

Qualifications:

1. A committed member of good standing in the Protestant Reformed Churches of America that leads an exemplary Christian life.
2. A bachelor's degree and preferred advanced degree in education, educational administration, or equivalent.
3. Experienced as a teacher and knowledgeable of high school curriculum, educational practices, and methodologies.
4. Knowledge of educational goals and ability to assess the effectiveness of classroom teaching practices and methodologies.
5. Knowledge of professional teacher development opportunities and strategies.
6. Ability to supervise and motivate.
7. Adept at planning and organizing.
8. Excellent at written and oral communication.
9. Ability to communicate empathetically and diplomatically.
10. Demonstrated love for and commitment to covenant education.