

Curriculum Support Specialist

Holy Trinity Lutheran School

Job Title:	Curriculum Support Specialist
Pay Type:	Part-time Hourly - \$20.00 per hour
Position Summary:	The primary responsibility of the Curriculum Support Specialist is to provide support for the Elementary Teachers as well as create, maintain and update Curriculum maps for all elementary grade levels.
Job Duties:	<ul style="list-style-type: none">• Assist teachers in becoming familiar with the curriculum, its layout and tools that are available.• Provide additional resources for teachers that are not included with their curriculum.• Provide technical support to help teachers to find and integrate different forms of technology to support and enhance the curriculum.• Recommend additional recourses and/or instructional methods for high or low level students that increase student achievement.• Provide information about best practices and teaching strategies.• Troubleshoot teacher concerns with lessons and curriculum.• Assist administrator in ensuring that state standards are met by following Curriculum Maps at each grade level.• Meet regularly with each grade level teacher to determine where help and support is needed.• Provide administrative support as needed.
Physical Requirements	<ul style="list-style-type: none">• Able to actively participate in a busy school setting which includes many transitions.
Reporting Relationships:	<ol style="list-style-type: none">1. Principal2. School Board
Qualifications:	<p><i>Minimum Requirements:</i></p> <ul style="list-style-type: none">• B.S. or B.A. in Curriculum and Instruction.• 2 years classroom teaching experience.• Must pass a Level II Background Screening. <p><i>Preferred Requirements:</i></p> <ul style="list-style-type: none">• Masters Degree in Curriculum and Instruction.
Job Knowledge/Skills Required:	<ul style="list-style-type: none">• Christian active in their faith• Classroom Management Skills• Excellent written and verbal communication skills• Self-starter/Pioneering Attitude
Application:	Interested candidates should email a cover letter, resume, and letter of recommendation from their current pastor to principal@htlstamp.org and indicate "Curriculum Support Specialist" on the subject line of their email.