Southern Teachers is assisting Second Baptist School with its search for a Curriculum Coordinator who, as a member of the school leadership team, will play a pivotal role in providing leadership and vision in the ongoing development, implementation, direction, and evaluation of the school’s curriculum. The Coordinator will research, write, and develop curriculum for all divisions and disciplines and will work alongside the Academic and Curriculum Teams on curriculum design and planning, student learning and assessment, and faculty professional development.

The Coordinator will collaborate with academic leaders to develop methods of evaluating existing curricula and assessing the quality of classroom instructional materials, to ensure curriculum alignment across grade levels and divisions, and to create a system for tracking and organizing curriculum documents and resources. He or she will organize textbook ordering, maintain and oversee the virtual bookstore, foster relationships with vendors and publishers, and manage other textbook-related tasks as required. The Coordinator will train faculty on the Understanding by Design framework while implementing state and national standards.

Candidates must have experience in Christian education, a strong testimony, a calling to serve as a positive Christian role model, and a heart for providing exceptional customer service to all members of the community. Candidates with advanced degrees in curriculum and instruction or educational leadership are preferred. The Curriculum Coordinator must have a collaborative and creative growth mindset, a focus on accomplishing goals, and a desire to participate in funded professional development to network with peers outside of Second Baptist School. The Curriculum Coordinator must be a dedicated and loyal team member who supports school activities and initiatives, who thrives in a fast-paced environment, and who is flexible and can shift gears quickly. He or she must be a clear communicator who uses technology with confidence and ease and has a working knowledge of Google Suite applications and in-depth knowledge of the Understanding by Design framework, state and national standards, and ERB assessment analysis.

Established in 1946, Second Baptist School’s legacy spans more than 70 years. Students in pre-kindergarten through grade twelve enjoy distinctive academic, arts, and athletics facilities, as well as state-of-the-art technology tools in an environment that equips them to think critically, live biblically, and lead courageously to impact the world for Jesus Christ.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.