

REFERENCE NUMBER: 2.2.1.2.3

TITLE: Curriculum Coordinator

DATE OF LAST REVIEW: 1/15/26

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The Purpose and Ministry of the Part-Time Curriculum Coordinator

The Part-Time Curriculum Coordinator provides leadership, support, and guidance for curriculum alignment and instructional practices at Lutheran High School. This role exists to strengthen academic excellence through thoughtful collaboration, consistency across departments, and ongoing professional growth for teachers. The Curriculum Coordinator works to ensure that curriculum, assessment, and instructional strategies reflect the mission, vision, and core values of LHS while supporting student learning and faith formation. This position serves as a resource and coach to faculty, helping to cultivate best practices, shared expectations, and continuous improvement across all academic programs.

Accountability

The Part-Time Curriculum Coordinator is accountable to the Principal of Lutheran High School for the performance of his/her responsibilities as outlined. Annual performance goals may be established.

Terms of Service

The Part-Time Curriculum Coordinator is an “at will” employee, a status understood under Missouri law to be one in which the relationship between the school and the employee may be terminated at any time with or without cause. It is assumed that, given a positive performance review, employment will be ongoing. This position is a stipend position. Duties and responsibilities are in addition to those assigned to the employee associated with additional job title(s) (for example: teacher).

Christian Witness Characteristics

- Dedicated to Christ-centered service to students and their families.
- Models love, care, and integrity in all relationships and commitments.
- Ministers to faculty, parents, students, alumni, and Association members.
- Leads as a servant and promotes Christ-centered decision making.
- Models the Christian faith in both professional and personal life.
- Communicates the mission and vision of LHS clearly and passionately.

Qualifications

- Hold a bachelor’s degree from an accredited institution (education-related preferred).
- Master’s degree (preferred) in curriculum, administration, or a related field preferred.
- Demonstrated experience in teaching and instructional leadership.
- Strong interpersonal and communication skills.
- Ability to collaborate effectively with faculty and administration.
- Commitment to professional growth and educational best practices.
- Must successfully pass a criminal background check.

Positional Responsibilities

- Support curriculum alignment across departments to ensure consistency and academic rigor.
- Facilitate collaboration among faculty through observation, meetings, and professional learning.
- Assist in the development, review, and revision of curriculum maps and course guides.
- Provide coaching and instructional support to teachers as requested.
- Support new teachers through onboarding, mentoring, and instructional guidance.
- Assist in evaluating instructional resources and recommending improvements.
- Support data-informed instructional practices and assessment strategies.
- Collaborate with administration on accreditation and academic initiatives.
- Promote best practices in teaching and learning consistent with LHS mission and values.
- Serve as a liaison between faculty and administration regarding curriculum needs.
- Participate in professional development to stay current with instructional trends.
- Other duties as assigned by the Principal.