



**Position:** Elementary School Curriculum Specialist and Lead Teacher  
**Program:** ECAA Champions Academy  
**Employment Type:** Part-time  
**Supervisor:** Program Director  
**Salary:** [Salary Range]

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### **Job Summary:**

We are seeking a skilled and motivated Elementary School Curriculum Specialist and Lead Teacher to join the Champions Academy team. This position involves developing and implementing curriculum, supervising teachers and teacher assistants, facilitating parent engagement events, and ensuring compliance with grant reporting requirements. The ideal candidate will possess strong leadership abilities, a passion for education, and experience in curriculum development and instructional strategies.

### **Key Responsibilities:**

#### **1. Curriculum Development and Implementation:**

- Develop and oversee the implementation of engaging and standards-aligned curricula for the afterschool program.
- Design lesson plans that cater to the diverse needs of elementary-aged students, incorporating various subjects, including academics, arts, and enrichment activities.
- Facilitate strategies for student assessments, student interventions, and determine the best course of action.
- Implement academic tutoring and homework time designed to support teachers and increase student academic scores.

#### **2. Supervision and Support:**

- Supervise and provide guidance to teachers and teacher assistants, ensuring the effective delivery of the curriculum and a positive learning environment.
- Conduct regular observations and evaluations of teaching staff, offering constructive feedback and support for professional development.
- Attend required conferences and training sessions and facilitate training to staff.
- Recruit staff and ensure team members share the same vision and goals.
- Assist in evaluating staff performance and make recommendations for hiring, discipline, and termination.
- Assist in providing resources and tools for all team members.

#### **3. Parent Engagement:**

- Plan and facilitate parent engagement events, fostering strong relationships between the program, parents, and the community.
- Communicate regularly with parents about their child's progress, upcoming events, and program updates.



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**4. Administrative Duties:**

- Complete weekly timesheets detailing daily activities and ensure accurate documentation of program activities and student progress.
- Coordinate and compile all required documentation, including teacher lesson plans, for grant reporting and compliance purposes.

**5. Collaboration and Team Leadership:**

- Work closely with program staff to develop and implement strategies for continuous program improvement.
- Lead team meetings and professional development sessions, promoting a collaborative and supportive work environment.

**6. Program Evaluation and Improvement:**

- Monitor and assess the effectiveness of the curriculum and program activities, making adjustments as needed to enhance student learning and engagement.
- Stay current with educational best practices and trends, integrating new ideas and approaches into the program.

**Qualifications:**

- **Education:** Bachelor's degree in Education or a related field (Master's degree preferred).
- **Experience:** Minimum of [number of years] years of teaching experience, with at least [number of years] years in a leadership or curriculum development role.
- Strong background in curriculum design and instructional strategies for elementary-aged students.
- Excellent leadership, communication, and organizational skills.
- Ability to work collaboratively with a team and engage with parents and community partners.
- Experience in grant reporting and compliance is a plus.