



TITLE: COORDINATOR OF CURRICULUM

REPORTS TO: Executive Director

SUMMARY: Oversees the curriculum development of English and Citizenship classes; supports the volunteer teachers of those classes

ESSENTIAL FUNCTIONS:

- Commits to the Mission/Vision of the Sisters of Saint Joseph
- Advocates for immigrant rights
- Oversees and evaluates placement testing and registration for students
- Creates the class schedule, class assignments, and book assignments for both students and volunteer teachers
- Structures modern curriculum for both English and Citizenship classes to be taught in-person and virtually
- Researches and orders new books, resources, websites, subscriptions, etc. for volunteer teachers to access
- Serves as primary support for volunteer teachers; organizes Orientations, regular check-ins, and feedback surveys throughout the year
- Organizes differentiated PD for volunteer teachers: in-person and virtual, new and returning
- Interfaces with similarly missioned agencies to strengthen curriculum and resources
- Solicits and maintains contributions from volunteer teachers to the shared Google Drive
- Oversees teacher input of student attendance to MyAttendance website
- Vets prospective teacher volunteers with Executive Director
- Fosters community and growth mindset among volunteer teachers related to charism
- Leads “teacher circle” conversation planning group
- Communicates Welcome Center events and outreach opportunities to volunteer teachers

COLLABORATING TEAMMATES AT THE WELCOME CENTER:

- Executive Assistant: responds to student concerns communicated by volunteer teachers
- Coordinator of Immigrant Services: assists with Citizenship class resources/understanding of naturalization process
- Coordinator of Technology: organizes virtual classes

EDUCATION: BA/BS in Education, Administration, a related field, or comparable experience

EXPERIENCE REQUIREMENTS:

- Teaching
- Curriculum development

- Coordination of professional development and/or coaching of teachers

SKILL REQUIREMENTS:

- Organization of multiple systems
- Interpersonal/relationship building
- Self-motivated and self-directed research of resources
- Flexible mindset working with people of diverse backgrounds and capacities

OTHER DESIRED QUALIFICATIONS:

- ESL credentials
- Teaching adult learners
- Online teaching
- Administrative experience
- Coordination of volunteers

*Interested candidates should send their resume and cover letter to the Executive Director:
Olivia Sharkey, osharkey.wc@gmail.com*