



Director of Curriculum, Instruction, and Assessment Job Description

Purpose of Position:

The Director of Curriculum, Instruction, and Assessment advances the mission of Des Moines Christian School by providing Christ-centered, teacher-facing instructional leadership across EE–12. This role fosters coherence across grade levels and divisions through direct partnership with teachers in biblical worldview integration, curriculum design, essential learning identification, coaching, assessment practices, and professional development.

This highly relational and collaborative leader works alongside teachers to strengthen instructional practice and student learning in alignment with the school's mission and philosophy of education. The Director also plays a key leadership role in advancing the school's Multi-Tiered System of Supports (MTSS), with primary responsibility for strengthening Tier I core instruction to ensure that high-quality, biblically-integrated teaching serves as the foundation for student success, while maintaining oversight and alignment across Tier II and Tier III intervention systems.

Position:

- Full-Time, calendar year
- Exempt, salaried, at-will employee

Reports To: Director of Spiritual Life

Evaluated By: Director of Spiritual Life

Direct Reports: Teaching and Learning Facilitator, Dyslexia Specialist

Qualifications:

- M.A. or M.S. in Educational Leadership required or in pursuit of receiving.
- Applicable (Teacher or Administrator) Iowa License (or is able to obtain for the position)
- Experience in Christian Education preferred.
- Experience in curriculum design, instructional coaching, and professional learning leadership.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized by integrity and maintains confidentiality.
- Demonstrates consistent spiritual leadership.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.



- Demonstrates love and concern for students.
- Utilizes critical thinking and problem-solving skills.
- Relational, collaborative, and visible leader among faculty.
- Strategic thinker who is also detail-oriented in implementation.
- Communicates clearly and effectively in both written and verbal formats.
- Thrives in a dynamic environment by demonstrating flexibility, adaptability, and a willingness to respond to emerging needs and shifting priorities.

Responsibilities:

Curriculum Leadership

- Leads faculty in identifying and refining essential learnings for all courses and grade levels.
- Guides teachers in curriculum mapping to ensure vertical and horizontal alignment EE–12.
- Ensures curriculum reflects academic excellence and intentional biblical worldview integration is seamlessly woven into daily classroom instruction.
- Partners with Christian Professional Learning Community (CPLC) leaders and vertical curriculum teams in ongoing curriculum review cycles.
- Collaborates with teachers to develop and maintain a comprehensive EE–12 scope and sequence.

Effective Instructional Practices and Professional Development

- Collaborates with the Academic Team to design and implement a comprehensive professional development program aligned with school goals.
- Collaborates with Academic Team to plan and implement school-wide teaching and learning principles and frameworks.
- Equips CPLC leaders to facilitate meaningful collaboration focused on student growth.
- Supports teachers in implementing high-quality instructional strategies that proactively address diverse learning needs within the classroom, strengthening Tier I.
- Provides oversight and alignment of Tier II and Tier III intervention systems in collaboration with the Associate Head of School, Director of Spiritual Life, learning support staff, and division leaders.
- Develops and oversees a structured onboarding and mentoring program for new teachers.
- Provides direct coaching to teachers through observation, feedback, modeling, and collaborative planning.

Assessment and Data Analysis

- Evaluates academic programs to identify areas for improvement and makes recommendations to the Academic Team.
- Leads faculty in developing common formative and summative assessments aligned to essential learnings.
- Guides teachers in analyzing student data to inform instructional decisions.
- Supports division leaders and teachers in connecting assessment results to instructional refinement.

Administrative Leadership

- Coordinates the administration and implementation of external assessments, including STAR and ISASP testing, ensuring smooth logistics, clear communication, and alignment with instructional goals.
- Serves as the primary liaison with the Area Education Agency (AEA) to coordinate services, ensure appropriate allocation of resources, and support student learning needs.



- Oversees and manages student teacher placements, including partnership development with colleges and universities, placement coordination, and support for cooperating teachers.
- Ensures compliance with state and accreditation requirements related to assessment and academic reporting.
- All other duties as assigned by the Director of Spiritual Life.