



Teaching and Learning Facilitator Job Description

Purpose of Position:

The Teaching and Learning Facilitator supports the mission of Des Moines Christian School by providing highly visible, teacher-facing support that strengthens Tier I instruction across EE–12. Reporting to the Director of Curriculum, Instruction, and Assessment, this role works collaboratively with teachers, Division Heads, Christian Professional Learning Community (CPLC) leaders, and the Dyslexia Specialist to ensure that high-quality, biblically integrated instruction is delivered consistently in every classroom. The Teaching and Learning Facilitator serves as a hands-on partner with teachers, helping implement curriculum, essential learnings, classroom management strategies, and formative assessment practices while supporting the Director in achieving alignment across Tier I instruction and MTSS systems.

Position:

- Full-Time
- Salaried, contracted employee (10-month, August 1 - May 31)
- Full-time Benefit Eligible / School Year

Reports To: Director of Curriculum, Instruction and Assessment

Evaluated By: Director of Curriculum, Instruction and Assessment

Direct Reports: None

Qualifications:

- Bachelor's or Master's degree in Education, Curriculum & Instruction, or related field (Master's preferred).
- Applicable Iowa License (or is able to obtain for the position)
- Classroom teaching experience with a record of excellence.
- Experience in Christian education preferred.
- Demonstrated ability to collaborate with teachers, implement curriculum, and support classroom-level instructional practices.
- Commitment to integrating a biblical worldview across academic content.
- 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.



- Demonstrates love and concern for students.
- Highly relational and visible leader among faculty.
- Collaborative and strategic in supporting teachers and school-wide initiatives.
- Strong communicator, skilled in translating curriculum and instructional expectations into classroom practice.
- Thrives in a dynamic environment by demonstrating flexibility, adaptability, and a willingness to respond to emerging needs and shifting priorities.

Responsibilities:

Curriculum, Instruction, and Assessment Support and Implementation

- Supports a school-wide culture of gospel transformation, learning, and growth over performance.
- Works closely with the Director of Curriculum, Instruction, and Assessment to guide teachers through curriculum mapping, ensuring 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 CPLC (Christian Professional Learning Communities) leaders, teachers, and Division Heads to implement Tier I instructional practices aligned with curriculum, essential learnings, and biblical worldview integration.
- Supports teachers in applying research-based strategies in the classroom to strengthen Tier I instruction.
- Supports teachers in the implementation of new teaching and learning methods.
- Develops resources, materials, and tools to support consistent implementation of curriculum, essential learnings, and school-wide instructional priorities.
- Supports teachers in creating formative and summative assessments aligned with essential learnings.
- Provides guidance on classroom management approaches that foster a positive learning environment.

Professional Development & New Teacher Onboarding

- Works in collaboration with the Director of Curriculum, Instruction, and Assessment to design and facilitate professional development focused on Tier I instructional practices, formative assessment, and classroom management strategies.
- Leads job-embedded learning sessions, emphasizing collective growth and alignment.
- Provides direct coaching to teachers and CPLC teams through observation, feedback, modeling, and collaborative planning.
- Works with the Director of Curriculum, Instruction, and Assessment to develop and oversee a structured onboarding and mentoring program for new teachers.
- Collaborates with the Director of Curriculum, Instruction, and Assessment and the Academic Team to assess the effectiveness of professional development initiatives and the implementation of Tier I instructional practices, using data to guide continuous improvement.
- Performs other duties as assigned by the Director of Curriculum, Instruction, and Assessment.