



SOUTHERN BAPTIST ASSOCIATION OF CHRISTIAN SCHOOLS

*Uniting Home, Church & School in Jesus Christ*

# Member School Job Opening

---

<b>School Name:</b>	<b>First Baptist Academy</b>
<b>Position Available:</b>	Director of Curriculum and Instruction
<b>School Address:</b>	7450 Memorial Woods Drive
<b>City, State Zip:</b>	Houston, TX 77024
<b>School Phone:</b>	713-290-2500
<b>School Fax:</b>	713-290-2508
<b>School Web:</b>	<a href="http://www.fbahouston.org">www.fbahouston.org</a>
<b>About School:</b>	First Baptist Academy was formed in 1998. First Baptist Academy is an early childhood development through 8th grade private college preparatory school in the Galleria area of Houston, Texas with an enrollment of approximately 490 students in its Primary, Lower and Middle Schools.
<b>Contact Person:</b>	Nancy Andrau
<b>Contact Phone:</b>	713-290-2512
<b>Contact Email:</b>	<a href="mailto:nancy.andrau@hfba.org">nancy.andrau@hfba.org</a>
<b>School Posting Link:</b>	<a href="http://www.fbahouston.org/admin.cfm?do=welcome">http://www.fbahouston.org/admin.cfm?do=welcome</a>
<b>Instructions for Applicant:</b>	Please go to <a href="http://www.fbahouston.org/employment">http://www.fbahouston.org/employment</a> and complete an online application.
<b>Education:</b>	Masters Preferred
<b>Years of Experience:</b>	10 years

## Description:

The Director of Curriculum and Instruction (DCI) reports directly to the Head of School. S/He is charged with the oversight of student curricular and instructional goals. The DCI will work closely with the HOS, Division Principals, and the faculty in developing and articulating a uniform, detailed curriculum, including vertical and horizontal alignment with a commitment to 21st century/best practices pedagogy.

- Length of assignment is 12 months (July 1 – June 30) each year.
- With Administrative positions, there is no minimum, maximum or regular schedule, however hours are generally 7:30 a.m. to 4:00 p.m.
- Salary based upon experience, qualifications and merit.
- Insurance benefits.
- Four week paid vacation.

### Essential Duties and Responsibilities

- Oversee the curriculum to ensure student success and the excellence of all academic programs at the school; suggest recommendations to administration regarding concerns or oversights, and spearhead new and innovative programs.
  - Champion the Mission and Philosophy of First Baptist Academy and its reflection and integration into academics/instruction.
  - Actively collaborate with faculty, administration, and parents to define avenues of growth for students.
  - Assist teachers in matching appropriate assessment instruments to curriculum objectives.
  - Assist teachers in consistent reporting to parents and adherence to academic standards.
  - Chair divisional/departmental curriculum committee meetings.
  - Serve as a resource for faculty, building morale and identifying workshops, speakers, programs, and appropriate professional development.
  - Coordinate regularly scheduled reviews of teaching materials with department heads/principals.
  - Review and oversee homework/workload expectations of students.
  - Work with MS Principal, Counselor, and HOS to maintain and update graduation standards/requirements.
  - Network with other DCI's at other Independent Schools.
  - Continual pursuit of professional growth
  - Attend School Board meetings upon request and prepare board reports.
  - Attend in school-sponsored events and be involved in the community at large.
  - Assume responsibility for other projects as assigned by the HOS.
- ### Required Qualification
- Bachelor's degree. Master's preferred.
  - 10 years' teaching experience, preferably with independent schools.
  - Strong understanding and practice of educational technology.
  - Outstanding interpersonal, written and oral communication skills
  - Excellent organizational and time management skills.
  - Detailed oriented.
  - High-energy, dedicated and enthusiastic about working in a Christ centered environment.