



Job Title: K8 Coordinator
Department: K-8
Reports To: K-8 Principal
Supervise: K-8 Teachers and various specialists
FLSA Status: Exempt

Job Description

Purpose

Working with the K-8 Principal, this role will provide spiritual and academic leadership, support and supervision to the teachers and school, Kindergarten-8th Grade.

Job Description

The K-8 Coordinator will partner with the K8 Principal to oversee the K-8 teaching staff to implement programs and policies necessary for the spiritual and academic edification of the student body, assessing the effectiveness of all such programs, policies and staffing along with the Leadership Team. The K-8 Coordinator is called upon to shepherd staff members in their educational ministry and to guide students' academic and spiritual progress and is also called to help establish a Christ-centered environment, provide students, families, and staff with an example of Christian love toward God and others.

Desired Qualifications

5 years successful teaching experience, and 1-2 years of successful administration experience, preferably in Christian schools; current Colorado Department of Education Teachers License preferred; ACSI certification, or the ability to acquire within 1 year of employment, Master's degree in Education, Educational Leadership or related fields.

1-2 years experience in the evaluation of and giving specific feedback to teachers, maintaining documentation, supervising curriculum mapping, instructing backwards planning, and facilitating professional development.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of preparing minds and hearts to know and serve God, for His glory alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct.
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Academic Leadership

- Evaluate staff using formal and informal evaluation and observation, and hold evaluation conferences for staff members.
- Provide support & guidance with parent & staff concerns.
- Collaborate in the school's development of and commitment to a Christian worldview, as it relates to classroom instruction.
- Have knowledge of the school's curriculum, standards, mission and best practices in instruction.
- Support structure, procedures, personnel, time, and resources for curriculum development.

- Lead in such a way that the school's expected student outcomes are thoroughly addressed through educational programs and measurable expectations.
- Support teachers to meet student academic growth goals.

Administrative Leadership

- Provide support to the K-8 Principal for staff meetings and in-service opportunities.
- Collaborate with the Leadership Team to complete school-wide accreditation requirements.
- Collaborate with the Leadership Team on procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.

Additional Duties or Responsibilities

- Assist the K8 Principal with event planning and administrative tasks throughout the year
- Perform any other duties that may be assigned

Physical Demands

Work is performed in an office environment and requires the ability to sit for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date