



CURRICULUM COORDINATOR JOB DESCRIPTION

JOB TITLE

Curriculum Coordinator

SUMMARY DESCRIPTION

The Curriculum Coordinator leads the Education Team in creating appropriate curriculum, lesson plans, and assessments and collaborates with the General Manager to fulfill Keisho's mission as a Japanese heritage language center. The Curriculum Coordinator works closely with students, teachers, and families to incorporate proven instructional practices in Keisho classrooms. The Curriculum Coordinator should be an excellent teacher and mentor and have a wide breadth of knowledge about heritage language education, second language acquisition, and human development. The Curriculum Coordinator reports to the Keisho Board of Directors.

DUTIES AND RESPONSIBILITIES

Daily / Weekly

- Actively communicate and coordinate with and among families, Core Group, Education Team, and Board of Directors about Keisho topics.
- Support teachers in planning and delivering lessons.
- Confirm that all classroom teachers are present each day and arrange for a substitute should a teacher be late or absent.
- Make sure teachers have necessary resources for instruction (e.g. laptops).
- Monitor student behavior and intervene/mediate if conflicts arise.
- Observe classroom instruction to confirm that best instructional practices are implemented.
- Communicate with current and prospective families regarding admissions, instructional, curriculum, and scheduling issues as needed in Japanese.
- Work with the Admissions Assistant to schedule prospective family visits.
- Assist the GM in editing emails to Keisho families.
- Communicate with the GM and President about inclement weather and help make determination of emergency closing/early dismissals.
- Bring key card and second set of keys to Norwood school weekly.



Monthly

- Facilitate monthly Education Team meetings: call meetings, create draft agenda, take notes, circulate and save meeting Minutes.
- Participate in Core Group and event planning meetings.
- Coordinate with GM and Core members to bring/drop off materials to/from the storage unit on River Rd.; maintain storage inventory doc.

Ongoing

- **Coordinate Testing**
 - Work with Education Team members to register and administer tests (Kanji Kentei, JLPT, NJE, Keisho Kentei).
- **Coordinate Events**
 - Collaborate with all Keisho stakeholders to conduct annual whole-school events (undoukai, mochitsuki, setsubun, Sakura Matsuri, etc.)
- **Coordinate Independent Study Students**
 - Facilitate and monitor the students pursuing their independent study projects.
- **Procedures development**
 - Collaborate with the GM, Education Team, and Core Group to develop effective Keisho procedures.
- **Staff recruitment**
 - Work with the GM to recruit, interview, and arrange demo lessons for prospective teachers; use social networks (e.g. LinkedIn) to find candidates.
 - Recruit and interview prospective teacher assistants.
- **Onboarding new staff**
 - Communicate with new Education Team members about Keisho's:
 - ◇ Educational philosophy
 - ◇ Instructional practices
 - ◇ Students' learning styles, interests, and abilities
 - ◇ Curriculum
 - ◇ Lesson plans
 - ◇ Communication with parents
- **Monitoring students**
 - Monitor student behavior and students with special needs.
 - Work with Education Team to identify special needs, including behavior issues, and ways to accommodate in the classroom.
 - Communicate with parents about student issues.
- **Outreach**
 - Establish and maintain contacts with other groups and individuals in the Japanese, Japanese-American, and heritage language communities.
 - Pursue opportunities to enrich Keisho's program:
 - ◇ Invite and arrange visits of guest speakers and performers
 - ◇ Seek new outreach opportunities (e.g. concerts, booths, etc.)



- **Feedback**
 - Conduct online surveys to solicit comments and suggestions:
 - ✧ Once annually about learning activities to improve instruction; share with Core Group and Board (redact identifying information)
- **Special projects**
 - Work with Keisho stakeholders to research, plan, and propose innovative projects (e.g. virtual classrooms, new software and hardware, new activities).

Yearly

- **Admissions Interviews**
 - Coordinate and conduct admissions interviews for prospective students and families (August)
- **Registration**
 - Collaborate with Registrar to share up-to-date student lists and class assignments (August).
- **Back-to-School Day**
 - Coordinate back-to-school day (September).
- **Calendar**
 - Assist GM to develop initial Keisho calendar (February).
- **Parent-Teacher Conferences**
 - Coordinate parent-teacher conferences (February).
- **Early Registration and Tuition**
 - Collaborate with GM to complete early registration (May).
- **Student Reports**
 - Coordinate teachers' end-of-year student reports and communicate to families about them (June).
- **Strategic Planning**
 - Collaborate with Keisho stakeholders to create, review, and revise Keisho's vision, mission, and strategic plan (July/August).

QUALIFICATIONS

1. Excellent communication skills in Japanese.
2. Working proficiency in English.
3. 3-5 years experience working with children and youth groups in an education setting.
4. 1-2 years instructional leadership experience in an educational and/or nonprofit organization preferred.
5. BA or MA degree in appropriate subject preferred.



TERMS OF EMPLOYMENT

School year: The Curriculum Coordinator is expected to be present at Keisho during all on-site and off-site activities throughout the school year and to meet several other times per year (student interviews in August, job interviews during the summer, one teacher meeting per month after class). The Curriculum Coordinator should be available by email 12 months of the year.

Compensation: See current year pay scale

Note: The Curriculum Coordinator is paid her/his hourly rate for monthly Education Team meetings. The Curriculum Coordinator is paid the “curriculum rate” of \$25.00 per hour for irregular non-instructional duties not included in the annual contract. Such duties may include: student/family interviews; job interviews outside normal Keisho hours; or curriculum writing. All work performed at the “curriculum rate” must be pre-approved by the Board of Directors.

Hours: 8:30 a.m. - 1:00 p.m. each Saturday