

Director of Curriculum:

- Coordinate new student placement testing by administering the WRAT to potential K5 students and then STAR Reading & Math for students in grades 1-5 during the month of May.
- Coordinate, review and revise curriculum guides and create a cross-grade review teams and multi-disciplinary teams to improve the curriculum.
 - Finding National Standards by discipline/subject area and by grade level to compare our objectives with the national standards.
 - Align our curriculum goals/objectives against the national standards.
 - Identify gaps and then find curricular resources to address the gaps.
- Be responsible for student discipline and the recording of pertinent information into the students permanent file. Assist teachers and coordinate meetings with parents for problem resolution.
- Supervise the counseling needs of students and parents, expediting each case to completion.
- Meet with parents to help support their parenting roles. Coordinate programs to assist parents and address their needs.
- Participate in the long-range planning of VWCS.
- Serve as the director of the after school program, supervising and supporting the after school teachers/workers.
- Serve as the coordinator of all extracurricular activities working with the businesses that we have subcontracted with.
- Serve as the coordinator of all facets of chapel services (speakers, worship & technical aspects).
- *Assist* with new student placement testing by administering the WRAT to potential K5 students and then STAR Reading & Math for students in grades 1-5 during the month of May.
- Supervise the counseling needs of students and parents, expediting each case to completion.
- *Assist* adjunct teachers as needed...with Renweb, technology, and ensure they have the resources needed for instruction.
- *Assist, as needed*, in interviewing prospective families as part of the interview process.
- *Assist* in supporting parents to be great parents. Assist with the coordination of programs to assist parents and address their needs.
- *Assist* in the development of goals of VWCS.
- *Assist* with the evaluation of textbooks, curriculum, testing and educational materials for their appropriateness to the goals of VWCS.
- *Assist* with student discipline by supporting teachers with classroom management challenges. Intervene with family and record pertinent information into the student's permanent file.
- *Become a MASTER user of all technology (Renweb, Rosetta Stone, Renaissance Place) to assist & support teachers at all times.*