

Asian Hope Position Description Position Title: Curriculum and Instruction Coordinator Revised: August 2026	1
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The position of Curriculum and Instruction Coordinator must adhere to the Constitution and By-Laws of Asian Hope (AH), sign the AH Statement of Faith, and comply with all organizational and school policies and procedures.

Schedule: Monday–Friday, 40–44 hours per week, with occasional additional hours during curriculum reviews, accreditation self-study periods, and AP Course Audit deadlines.

Location: Logos International School

Responsible To: Secondary Principal

Purpose and Scope

Lead the development, alignment, and improvement of the Grades 6–12 curriculum, including AP, and support teachers in delivering effective, data-informed, and differentiated instruction. Ensure curriculum and instruction reflect the school mission, Christian worldview, ESLRs, and relevant accreditation standards.

Collaborate with Elementary colleagues to strengthen curriculum continuity and develop instructional coaches across the school. The principals retain oversight of the academic program, policies, and formal staff evaluation. Annual priorities and schoolwide coaching responsibilities will be agreed with the Senior Leadership Team, taking account of teaching allocation and available staff capacity.

Primary Responsibilities

1. **Christian Leadership:** Model Christ-centered leadership and help teachers integrate a Christian worldview meaningfully into curriculum and instruction. Participate in staff prayer, devotions, and chapel.
2. **Curriculum Development and Review:** Coordinate curriculum mapping, course outlines, and a planned review cycle with the teaching team. Ensure alignment with agreed standards and ESLRs, coherent progression between grades, and identification of gaps and unnecessary repetition. Teachers remain responsible for developing their subject plans and materials.
3. **Instructional Quality and Assessment:** Support aligned unit planning, effective teaching, differentiation and consistent assessment, grading, and feedback. Facilitate the moderation of student work and guide teachers in using MAP Growth and other evidence to improve learning.
4. **Teacher Coaching and Professional Learning:** Lead Secondary PLCs, curriculum-specific onboarding, and targeted coaching through classroom visits and constructive feedback. Coordinate professional learning with the Secondary Principal. Formal performance evaluation remains with the relevant Principal; significant or persistent concerns are referred through agreed procedures.
5. **Teacher Leadership and Instructional Coaches:** Develop instructional coaches through training, modeling, supported practice, and feedback in curriculum, assessment, instructional leadership, and coaching. Coordinate Elementary involvement with the Elementary Principal. Support the development of future subject leaders as these roles are established.
6. **AP and Academic Pathways:** Oversee AP curriculum requirements, syllabus development, and the AP Course Audit process, with teachers responsible for their course syllabi. Review standard, Honors, and AP pathways with the Secondary Principal, Academic Advisor and College Counselor. The AP Exam Administrator retains responsibility for exam administration and logistics.
7. **Collaboration and Curriculum Access:** Work with Elementary colleagues on progression and transition into Grade 6, and with ELL and learning support staff on scaffolding, accommodations, and extension. Support the curriculum quality of advisory programs in collaboration with student life and wellbeing staff.
8. **Resources and School Improvement:** Recommend instructional resources within approved budgets and in accordance with purchasing procedures. Maintain accessible curriculum documentation,

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contribute relevant accreditation evidence, and report progress against agreed curriculum and instruction priorities.

9. **Professional Responsibilities:** Communicate clearly with teachers, leaders, and, where appropriate, parents. Set annual professional goals, participate in required training, orientation, and the Logos Mentorship Program, fulfill safeguarding responsibilities, and undertake other appropriate duties assigned by the Secondary Principal.

Skills and Qualifications

Required:

- Personal Christian faith consistent with the AH Statement of Faith.
- A bachelor's degree and a recognized teaching qualification, with teacher certification or registration.
- At least five years of successful teaching experience, including Secondary teaching.
- Experience in curriculum development, standards alignment, assessment design, and teacher coaching or professional learning.
- Strong understanding of American curriculum frameworks, differentiation, and data-informed instruction.
- Working knowledge of AP curriculum requirements and the AP Course Audit process.
- Ability to support multilingual learners and collaborate with ELL and learning support staff.
- Strong communication, coaching, organizational, and digital documentation skills.
- Professional English proficiency; IELTS or equivalent evidence may be required depending on the language and context of teacher preparation and certification.
- Commitment to safeguarding, professional boundaries, and respectful cross-cultural collaboration.

Preferred:

- A master's degree in curriculum and instruction, educational leadership or a related field.
- Experience in curriculum coordination, instructional coaching, subject leadership or developing teacher leaders.
- Experience with AP teaching, international Christian education, MAP Growth, or WASC/ACSI accreditation.

Evaluation

Formal evaluation will be conducted at least twice per year by the Secondary Principal, with Elementary Principal input where relevant. Evaluation will consider agreed priorities, curriculum quality, teacher and coach development, and evidence of improved teaching and learning.

Acknowledgement

I have read and agree to fulfill these responsibilities to the best of my ability.

Print Name: _____

Employee Signature: _____

Date: _____