



## Curriculum and Instructional Coach

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New Hope Academy is a Christ-centered school educating a racially and socio-economically diverse student body by establishing a biblical worldview and preparing each child to flourish academically, socially, emotionally, and spiritually.

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**Department:** Academics  
**Reports To:** Academic Directors  
**Classification:** 12-month staff position  
**Hours:** Full-time, exempt  
**Benefits:** Applicable  
**Start Date:** July 1, 2025

### Job Summary:

The Curriculum and Instructional Coach will ensure that the mission, core values, and educational philosophy and curriculum of NHA are being carried out through the curriculum, classroom lessons and activities. This role will be critical in providing curriculum and instructional support to faculty as well as developing, reviewing, and enhancing curriculum content.

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### Primary Responsibilities:

#### Faculty and Instructional Support

- Support the instructional development of all teachers in understanding the NHA philosophy and curriculum
- Support teachers with planning and pacing instruction, writing unit plans, lesson plans, and differentiated instruction
- Model lessons and differentiation strategies in classrooms on a regular basis
- Informally observe lessons and provide feedback for a teacher's professional growth and students' success
- Provide technical support to the academic team and faculty
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning
- Support teachers and administrators in using data to improve instruction on all levels
- Assist Academic Directors with Professional Development

### Curriculum Support

- Develop curriculum content and/or scope and sequence guides as assigned by Academic Directors
- Provide leadership and support in the ongoing planning, development, implementation, review and evaluation of the NHA's curriculum and instruction
- Research the latest trends and ideas in modern education, classical education, and Charlotte Mason philosophy and practices
- Revise the curriculum guide as needed
- Oversee devotion content and scheduling

### Administrative Support

- Assist the Academic Directors in hiring and training faculty
- Coordinate after school enrichment clubs
- Recruit, manage, and schedule substitute teachers as needed
- Order all curriculum and supplies needed for each school year

### Minimum Qualifications:

- Commit to the mission and vision of New Hope Academy
- Relationship with Jesus Christ
- Ability and desire to work with a diverse group of individuals
- Highly collaborative style; experience developing and implementing communications strategies
- Maturity and leadership with the ability to serve as a unifying force and exhibit positive interpersonal relationships
- Problem solving capabilities
- Organizational skills and the ability to multitask and prioritize projects with deadlines
- Self-starter, able to work independently

### Minimum Requirements:

- Minimum of a Bachelor's degree in education
- 5 years elementary teaching experience
- Curriculum support and design experience

### Preferred Requirements:

- Team Leadership experience
- Knowledge and experience in classical education and/or Charlotte Mason philosophy

Please submit resume and cover letter via email to [lr Ramsey@nhafranklin.org](mailto:lr Ramsey@nhafranklin.org)