

Position: Curriculum Coordinator

Job Type: Full-time, exempt

Pay range: \$48,500 - \$53,500, based on qualifications

Pathways Mission Statement:

The mission of Pathways is to provide a unique Christian program dedicated to enhancing the quality of life for adults with intellectual disabilities. Pathways accomplishes this by assisting each individual to achieve emotional, cognitive, physical, social, and spiritual growth to his/her fullest potential.

Position Summary:

The Curriculum Coordinator is responsible for supporting the Program Manager to ensure a successful enrichment program. This includes supporting the classroom, curriculum, logistics and administrative functions. This position is full-time and is exempt. There are some occasional evening and weekend commitments required for this position. Pathways provides a fast-paced, dynamic work environment and there will be other duties assigned that are not listed in this job description.

Major Job Responsibilities

Curriculum and Classroom Support:

- Preparing, distributing, and organizing curriculum for classrooms and mentorship program
- Prepare and distribute curriculum to volunteer mentors, provide support as needed to mentors, and assist in scheduling mentor sessions
- Assist in implementing annual assessments, data reporting, and outcome measurements to evaluate student progress and curriculum effectiveness
- Ensure classrooms have adequate supplies and that supplies are organized and accessible
- Conduct research as needed for behavior support techniques and curriculum development
- Serve as an assistant teacher as needed when short-staffed

Program Logistics and Administration Support:

- Manages program database, ensuring accurate data and reporting
- Coordinate and schedule field trips and community volunteering activities
- Represent Pathways at community recruitment fairs to promote program enrollment
- Coordinate logistics of program events
- Assist with interviews and tours with prospective clients

- Assist in answering program and enrollment inquiries
- Support staff training
- Assist with communications with families as needed
- Help build positive relations within the team and external parties

Skills, Knowledge, and Expectations:

- Strong and mature Christian faith
- Experience in an office setting
- Proficiency with such computer programs as Word, Excel and PowerPoint
- Excellent oral and written communication skills
- Reliability (manages time, prepares for activities, meets project deadlines)
- Initiative (anticipates challenges and intervenes, demonstrates creativity, seeks improvement)
- Professionalism (responds promptly, maintains confidentiality, supports Pathways mission)

Education and Experience Requirements:

College degree with 1-3 years of experience in education or an institutional setting is preferred.

Relationships:

The Curriculum Coordinator reports to the Program Manager. The Curriculum Coordinator will collaborate with teachers and communicate with volunteers and guardians to ensure that Pathways maintains a quality program.

To apply, please submit a resume and cover letter to humanresources@pathwaysok.org