



Curriculum Coordinator Responsibilities

The Curriculum Coordinator at Naked Apple Tribe should be a person who is humble (emphasizes team over self and is quick to point the contributions of others), hungry (self-motivated, diligent, and prioritizes the organization's needs), smart (good judgment around diverse people groups, socially appropriate, and aware of the impact of their words and actions).

Qualifications:

- Exceptional interpersonal skills and ability to work effectively within a team.
- Self-motivation, diligence, and a strong commitment to organizational objectives.
- Demonstrated capacity for making informed decisions and managing diverse situations.
- Attention to detail and organizational skills.
- Flexibility to adapt to changing needs and schedules.

Responsibilities:

Support for Parents:

- Works with the Lead Teacher to provide guidance in selecting curriculum, developing lesson plans, and addressing any teaching-related challenges.

Curriculum Approval:

- Collaborate with the Lead Teacher to approve curriculum submitted by parent teachers, ensuring alignment with Naked Apple guidelines.

Sub Plan Management:

- Collect and organize substitute plans from teachers.
- Verify that each teacher has comprehensive sub plans and necessary supplies in case of absence during co-op sessions.

Substitutes Support:

- Ensure that parents substituting for absent teachers receive clear sub plans and all required supplies before the start of class.

The Curriculum Coordinator plays a crucial role in supporting our teaching community and maintaining the quality and consistency of our educational programs.