



<https://erfcinc.org/job/curriculum-coordinator/>

## Curriculum Coordinator

### About ERfC

Educational Resources for Children, Inc. (ERfC) is a private, nonprofit organization established in 1994 to provide quality out-of-school time programs for children in Enfield, CT. All ERfC School-Age Centers are located in Enfield Public Schools and are licensed by the CT Office of Early Childhood (OEC).

ERfC's mission is to team with kids, communities, schools, and families to grow resilient kids. Through innovative community collaborations, we help kids learn, reach their goals, and contribute to their communities. Our mission guides all of our organizational activities including our strategy of collaborating with a variety of organizations and individuals to provide quality out-of-school time services for youth and families.

### Description

The Curriculum Coordinator develops elementary and middle school curriculum for all out-of school time activities for multiple Before & After School Centers.

The Curriculum Coordinator

- Ensures that all teaching materials are effective and meets state education standards
- Develops a variety of project-based academic, enrichment, recreational activities; including literacy, math, learning centers, life skills, social emotional learning, civic, STEAM, and cultural art activities
- Develops procedures for staff to implement curriculum
- Observes work of staff to assist in evaluating performance and recommend changes that could strengthen teaching skills
- Work with school parent organizations and teachers to lead and design activities for family events

### Qualifications

#### Skills Needed

- Effective writing skills
- Effective interpersonal skills to establish relationships with staff, school day teachers, and parents
- Creativity—the ability to think of new ways to engage students
- Leadership skills to coach staff on effective instructional strategies

#### Job Requirements

Applicants must be 21+ years of age. Candidate must have three years' of demonstrated experience developing lesson plans for K-8 students. Head teacher or teaching certificate preferred. Experience working in out-of-school time programs or as a teacher assistant a plus.

Salary range entry level—\$32,000 – \$38,000 based on experience

### To Apply

Complete an on-line application [here](#); attach a cover letter outlining your interest and experience; attach an updated resume; and an unofficial copy of your college

### Hiring organization

Educational Resources for Children, Inc.

### Employment Type

Full Time

### Job Location

174 South Road, Enfield, CT

### Base Salary

\$ 32,000 - 38,000

### Date posted

August 15, 2019

### Apply Now

Button

transcript and certifications. All must be included with the application to be considered for the position.