

Job Description: Curriculum Specialist – Children’s Department

Curriculum Specialist Hours

Standard Hours

Refer to standard policy for office hours

- Part–Time hourly position (5-10 hours)
- Additional hours may be required periodically

Background, Skills and Experience

Standard Applications and Tools used to support this position include the following:

- A lifestyle that reflects spiritual maturity, consistent growth, and faithful prayer life.
- Excellent communication skills and computer literacy
- Management background beneficial
- Self-starter with excellent organizational and motivational skills

Curriculum Specialist Job Responsibilities

Standard

1. Participation and support of BrookwoodKiDs Leadership Team.
2. Support the mission and vision of Brookwood Church and BrookwoodKiDs with a Godly attitude
3. Participate in events sponsored by BrookwoodKiDs if needed
4. Use the following computer programs
 - Microsoft Word
 - Basecamp

Curriculum Specialist

1. Manage all online purchased curriculum
2. Take curriculum and separate large and small group items
3. Work with BrookwoodKiDs Production staff to get Large Group curriculum developed
4. Develop all small group activities for all age groups. Get all items needed for the activities, including printing needs.
5. Edit all curriculum items prior to submission
6. Compile large and small group curriculum into one document and submit via Basecamp to be laid out and printed for all areas
7. Place all curriculum in designated areas for Coordinators to use weekly
8. Other duties as assigned by supervisor

Management

Performance - Formal performance reviews will be held once a year

Training - Requirements for individual’s training and development needs will be determined.