



JOB TITLE: Curriculum Coordinator/Master Teacher
DEPARTMENT: Education and Family Development
REPORTS TO: Director of Education & Family Development
FLSA STATUS: Non-exempt
RATE OF PAY: \$15-\$20 per hour (25 hours)
REVISED: September 2026

The Curriculum Coordinator/Master Teacher supports the Director of Education & Family Development in the daily operation of the school-age program and helps ensure children receive a safe, engaging, developmentally appropriate, and high-quality educational experience. This position provides leadership in curriculum planning and implementation, supports instructional staff, monitors lesson plans and student progress, coordinates enrichment activities, and helps ensure program practices align with organizational goals and OKDHS licensing requirements. The Curriculum Coordinator/Master Teacher may serve as the responsible staff member during the Director's short-term absence and is expected to be dependable, organized, patient, collaborative, and emotionally supportive of children and families.

Qualifications/Skills

- Must be at least 18 years of age.
- Have obtained the qualifications at Level III or higher on the Professional Development Ladder.
- Must have a valid Oklahoma state driver's license, a clean driving record (no DUIs or major moving violations), and the ability to be covered by the organization's business auto insurance policy.
- Extensive knowledge of developmentally appropriate practices in early childhood.
- Strong group management skills with children.
- Effective organizational, planning skills and effective interpersonal skills.
- Ability to understand and follow instructions precisely.

Responsibilities/Duties

- Coordinate the development, implementation, and ongoing improvement of the school-age curriculum to ensure activities are developmentally appropriate, engaging, and aligned with program goals.
- Review lesson plans and classroom activities regularly and provide guidance, resources, and coaching to instructional staff to support consistent, high-quality curriculum delivery.
- Help identify curriculum needs and incorporate literacy, STEM, social-emotional learning, cultural enrichment, recreation, and other age-appropriate learning opportunities into the program.
- Coordinate field trips, classroom enrichment presentations, special projects, and extracurricular activities that respond to children's interests, talents, and educational needs.
- Create and maintain student schedules, class rosters, activity schedules, and other program documents, and communicate with parents/guardians regarding upcoming events or schedule changes.
- Support the assessment of student growth and program effectiveness by reviewing lesson plans, student progress records, and quarterly evaluations and recommending adjustments when needed.
- Serve as a Master Teacher as needed by directly supervising children, leading classroom activities, maintaining appropriate staff-to-child ratios, and providing a positive and structured learning environment.
- Inspire, inform, and engage youth in high-quality after-school learning experiences, including exposure to STEM majors, careers, and other educational and career pathways.
- Maintain open, professional communication with parents/guardians and families regarding children's educational needs, participation, growth, and development, as appropriate.
- Assist the Director with program coordination, staff support, classroom coverage, daily operations, and implementation of policies and procedures.



- Act as the responsible staff member during the Director's short-term absence when assigned and within the scope of the position.
- Cooperate with OKDHS licensing staff and other appropriate agencies to maintain compliance with applicable requirements and support continuous quality improvement.
- Maintain a safe, clean, organized, and developmentally appropriate physical environment, including proper upkeep of equipment and compliance with OKDHS licensing standards.
- Provide constant supervision of children and follow all program safety, attendance, sign-in/sign-out, and child supervision procedures.
- Maintain progress records and other required documentation related to each child's growth, development, participation, and program services.
- Promote positive staff relationships and model professional, respectful, and collaborative behavior.
- Attend required staff meetings, parent meetings, trainings, and professional development activities and complete annual training hours required by OKDHS licensing.
- Serve as a backup van driver as needed to support transportation for program participants, including school pick-up, field trips, and other approved program transportation. Follow all organizational vehicle, passenger-safety, and transportation procedures and maintain eligibility to drive under the organization's business auto insurance policy.
- Perform other duties reasonably related to the position and program operations as assigned.

Physical Requirements and Additional Qualifications

- Must be able to perform essential physical duties with or without reasonable accommodation
- Must be able to Work outdoors in any variety of weather.
- Have physical capabilities consistent with Child Care Licensing safety requirements.
- CPR/First Aid certification required upon employment.
- Must pass an OSBI and fingerprint background check and have a commitment to creating a safe, inclusive environment for all youth.

I have read and understand the above job description for the position I am applying for. I agree to comply with the listed qualifications and job requirements.

SIGNATURE

DATE
