

## **Curriculum Assistant (PT)**

Diocese of Erie

Catholic Schools Office (CSO)

The Diocese of Erie is looking for a dedicated and knowledgeable candidate for the Curriculum Assistant position. This position is responsible for providing part-time assistance (18.75 hours per week) to the CSO in the areas of curriculum design and implementation and other projects and tasks related to academics and classroom instruction. This position will work closely with the Director of Curriculum and the Superintendent of Catholic Schools.

Primary duties and responsibilities include but are not limited to:

1. Coordinating and leading content area committees to review and update core k-8 curriculum for Catholic schools in the Diocese.
2. Developing and executing implementation plans to roll out the updated curriculum.
3. Identifying, training and overseeing teacher leaders who can assist in promoting best practices in the classroom to fully utilizing the diocesan curriculum and its resources.
4. Assisting administrators in monitoring the implementation of curriculum as it relates to instruction and assessment.
5. Assisting with the planning and execution of the annual Catholic Schools Leadership Conference.
6. Assisting elementary and middle school principals with report card development.
7. Serving as a liaison between elementary, middle and high school teachers to facilitate continuity of curriculum and instruction from kindergarten through grade twelve.
8. Providing support and guidance to technology teachers in revising and promoting instructional technology standards.

The qualified candidate will possess a master's degree in Education and have at least 5 years of teaching experience, along with experience in curriculum development and committee work. Candidate should also have experience in providing professional development.

Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriescd.org/employment.html>.

Applicants must submit a cover letter, resume, references in one of two ways: Email all materials to: [hrinfo@eriescd.org](mailto:hrinfo@eriescd.org) or mail to HR, Attn: Catholic Schools Office Search, 429 East Grandview Blvd., Erie, PA 16504.