

DIOCESE OF ERIE

Position Profile

Title: **Catholic Schools Office
Curriculum - Part-time**

Incumbent:

Reports to: **Superintendent of Catholic Schools**

Incumbent Signature

Date

Approved by: _____

Vicar for Education

Human Resources

___ Exempt

X Non-Exempt

___ Ministerial

___ Full Time

X Part Time

Anniversary Date: September 1, 2018

Revision Date: July 25, 2019

I. OBJECTIVE:

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.

II. RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

1. Coordinate and lead content area committees to review and update core k-8 curriculum for Catholic schools in the Diocese.
2. Develop and execute implementation plans to roll out the updated curriculum.
3. Identify, train and oversee teacher leaders who can assist in promoting best practices in the classroom to fully utilize the diocesan curriculum and its resources.
4. Assist administrators in monitoring the implementation of curriculum as it relates to instruction and assessment.
5. Assist with the planning and execution of the annual Catholic Schools Leadership Conference.
6. Assist elementary and middle school principals with report card development.
7. Serve as a liaison between elementary, middle and high school teachers to facilitate continuity of curriculum and instruction from kindergarten through grade twelve.
8. Provide support and guidance to technology teachers in revising and promoting instructional technology standards.
9. Other duties as assigned by the Superintendent of Catholic Schools.
10. Point of contact for curriculum and textbook vendors.

III. QUALIFICATIONS:

Education: Master's Degree in Education

Diocese of Erie
Catholic Schools Office
Administrative Assistant - Part-time

Experience: Minimum of five years of teaching experience. Experience in curriculum development and committee work. Experience in providing professional development

IV. COMPETENCIES:

1. Knowledge of best practices as related to curriculum, instruction, and assessment.
2. Understands the importance of infusing Catholic identity into all content areas.
3. Familiarity with Catholic schools.
4. Demonstrates effective verbal and written communication skills and possesses the ability to interact with a wide variety of stakeholders.
5. Willing to travel throughout and outside the Diocese.
6. Possesses strong organizational and time management skills.
7. Ability to lead committee work and work independently.
8. Demonstrates an aptitude and working knowledge of a variety of computer and software applications (e.g. Microsoft Office, Outlook, Excel, Access, and Publisher).