

DIOCESE OF ERIE

Position Profile

Title:	Catholic Schools Office Director of Curriculum, Instruction, and Assessment	Incumbent:	_____
		Incumbent Signature	Date
Reports to:	Superintendent of Catholic Schools	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Approved by:	_____	<input checked="" type="checkbox"/> Ministerial	
	Superintendent of Catholic Schools	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time

	Human Resources	Anniversary Date:	July 5, 2021
		Revision Date:	February 26, 2021

I. OBJECTIVE:

The Director of Curriculum, Instruction, and Assessment (DOC) assists the Superintendent in providing leadership and direction to the schools in the Diocese of Erie. The DOC will fulfill the mission of the Catholic schools by guiding school administrators in the overall management and implementation of curriculum, instruction, and assessment practices. The DOC will assist school administrators in the development and implementation of high-quality curricula, and evidence-based instruction and assessment practices. The DOC will support this effort by convening and leading Curriculum, Instruction, and Assessment (CIA) committees for the Catholic Schools in the Diocese of Erie; developing and implementing professional growth opportunities for all staff; and by supporting school administrators and teachers in the process of utilizing school data for continuous improvement. The DOC will promote the development of Catholic Identity and academic achievement and will support and uphold the philosophy of Catholic education and the mission and beliefs set forth by the Catholic Schools Office, of the Diocese of Erie.

II. RESPONSIBILITIES:

Curriculum:

1. Support the school administrators in effectively promoting the development of Catholic Identity.
2. Identify and lead curriculum committees designed to establish and maintain academic standards that set expectations for learning in all content areas to include review, analysis and reporting on accomplishment of committee goals.
3. Support school administrators in the process of working with teachers to develop, maintain and revise school level curriculum products based on systematic review and analysis.
4. Provide training to administrators and teachers on academic standards.
5. Establish and maintain clear timelines and cycles for analysis and revisions of academic standards.

6. Assist all schools in developing professional learning communities/ data teams through which they will conduct standards alignment gap analysis, and curriculum development and review processes.
7. Review and provide input for policies related to curriculum, instruction, and assessment.

Instruction:

8. Work with administrators to provide professional training to develop and enhance Catholic Identity.
9. Identify professional development needs of administrators and teachers.
10. Work with administrators to identify and plan evidence-based professional development that targets the specific needs of their faculty as identified by data.
11. Stay current on evidence-based best practices.
12. Work with school administrators to support the evaluation of instructional materials.

Assessment:

13. Update and maintain the Assessment Plan for Catholic Schools in the Diocese of Erie.
14. Convene and lead the assessment committee to evaluate and continuously improve assessment philosophy, goals, and plan.
15. Provide leadership and establish guidelines for grading and report cards that are aligned to the standards.

16. Provide support for school administrators in the implementation of assessments at the building level.
17. Facilitate a common understanding of how to effectively utilize student and school data to improve student growth and achievement.
18. Collaborate with the school administrators to conduct data analysis of aggregate and disaggregate data for overall program improvement; assist school administrators and faculty in best-practice strategies for evaluating the overall effectiveness of the academic program.
19. Support the implementation of professional learning communities in schools that will focus on student data and CIA.
20. Manage online data systems for assessments.

Administrative:

21. Oversee Act 48: Act 48 committee, plan, approval process, and record management system.
22. Lead Middle States Accreditation process.
23. Serve as the liaison for Junior Achievement.
24. Oversee Wellness committee, plan, and policy.
25. Write grants as determined by the CSO.
26. Collaborate with the Director of Government Programs as it relates to funds for professional development.
27. Collaborate with the Director of Catechesis and Sacraments of Faith Formation for Catechist Certification, and Religion textbooks approved by the Bishop.
28. Collaborate with the Director of Social Justice and Life Office to approve school partnerships and programming with outside organizations.
29. Oversee Faith Formation: Spiritual Journey for elementary and middle school teachers, Faith Formation Day for secondary teachers.

30. Support and adheres to the policies and procedures of the Catholic Schools Office and Saint Marks Catholic Center of the Diocese of Erie.
31. Other duties as assigned by the Superintendent.

III. QUALIFICATIONS:

- Practicing Catholic.
- Knowledge of Faith Formation and Catholic school culture.
- Masters degree in Educational Leadership
- Masters in Curriculum and Instruction or School Administration preferred.
- Successful Catholic school and/or District level administrative experience preferred.
- Successful teaching experience, preferably in a Catholic school setting.
- Ability to perform each essential duty satisfactorily.
- At least 5 years in educational setting

VI. COMPETENCIES:

- Knowledge of the teachings of the Catholic Church.
- Knowledge of curriculum development and design, evidence-based instructional methods, and assessment strategies.
- Knowledge of effective assessment methods, data management and school data interpretation.
- Knowledge of evidence-based practices for professional learning communities.
- Knowledge of child development, learning, and behavior.
- Skill in planning and leading professional development.
- Skill in leading collaborative work teams.
- Skill in communicating orally, in writing, and utilizing a variety of communication tools and techniques.
- Skill in organizational and time management. Must be able to handle multiple tasks simultaneously.
- Skill in job-appropriate technology and integration of instructional technology.
- Skill in critical thinking and strategic planning.
- Skill in information and data management.

VII. Working Conditions:

- Required to work some nights and weekends.
- Required periodic travel.
- Required to manage moderate to high levels of stress.
- Required to work in a standard office and/or remotely.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.