

Diocese of Erie

St. Mark Catholic Center Position Profile

Job Title: Supervisor of Academics and Educational Support
Department: Catholic Schools Office
Location: Erie (SMCC)
Reports to: Superintendent of Schools
Cabinet: Jim Gallagher
Classification: Salary
FLSA: Exempt; Full-Time
Budget: 00532
Date Created: 05/14/25 (adapted from Director of Curriculum position)

I. OBJECTIVE:

The Supervisor of Academics and Educational Support will fulfill the mission of the Catholic schools by supporting school administrators in the overall management and implementation of curriculum, instruction, and assessment practices. This position 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. Integrating Catholic Identity content across the curriculum. Collaborate with the Coordinator for Virtue and Integrity Education.
2. Identify and facilitate curriculum committees designed to establish and maintain academic standards that set expectations for learning in all content areas. Establish and maintain clear timelines and cycles for analysis and revisions of academic standards.
3. Support school administrators in the process of working with teachers to develop, maintain and revise curriculum based on continuous review of student data and teacher observation.
4. Provide opportunities for professional development for administrators and teachers on academic standards and Catholic Identity Standards
5. Support school leaders in implementing professional learning teams that will focus on standard alignment, gap analysis, and curriculum processes.
6. Review and provide input for policies related to curriculum, instruction, and assessment.

Instruction:

7. Work with administrators to identify and plan evidence-based professional development that targets the specific needs of their faculty as identified by data (including Spiritual Journey Days).
8. Collaborate with members of the CSO to provide professional development opportunities for school leaders based on the NSBECS and Middle States goals.

9. Identify and share current evidence-based best practices and support the evaluation of instructional materials.
10. Assist in organizing and facilitating Catholic Schools Leadership Conference and the Fall teacher workshops.

Assessment:

11. Convene and lead the assessment committee to evaluate and continuously improve assessment philosophy and manage the Assessment Plan for Catholic Schools in the Diocese of Erie.
12. Provide support and guidance in establishing guidelines for grading and report cards that are aligned to the standards.
13. Provide support for school administrators in the implementation of assessments at the building level.
14. Facilitate a common understanding of how to effectively utilize student and school data to improve student growth and achievement.
15. Manage online data systems for assessments.

Administrative:

16. Oversee Act 48: Act 48 committee, plan, approval process, and record management system.
17. Coordinate and manage the Middle States Accreditation process.
18. Coordinate the catechist certification program for teachers.
19. Collaborates with the Director of Government Programs to secure funding for school-based professional development.
20. Support and adheres to the policies and procedures of the Catholic Schools Office and Saint Marks Catholic Center of the Diocese of Erie.
21. Other duties as assigned by the Superintendent.

III. QUALIFICATIONS:

Education:

- Bachelor's degree in education, business, communications or other related disciplines.
- Pennsylvania Teaching Certification, required.
- Willing to obtain a Masters in Curriculum and Instruction or School Administration degree.

Experience:

- At least three years successful teaching experience, preferably in a Catholic school setting.
- Demonstrated school leadership responsibilities
- Knowledge of faith formation and Catholic school culture.
- Practicing Catholic.
- Ability to perform each essential duty satisfactorily.

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 a professional learning community
- Knowledge of child development, learning, and behavior.
- Skill in planning and leading professional development for teachers and administrators.
- 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.

Supervisor

Date

Incumbent

Date