

# ***Diocese of Erie***

## **St. Mark Catholic Center Position Profile**

**Job Title:** Director of Curriculum  
**Department:** Catholic Schools Office  
**Location:** Erie (SMCC)  
**Reports to:** Superintendent of Schools  
**Cabinet:** Superintendent of Schools  
**Classification:** Salary  
**FLSA:** Exempt; Full-Time  
**Budget:** 00538  
**Date Created:** 04/07/25 (updated)

### **I. OBJECTIVE:**

The Director of Curriculum 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 Director of Curriculum 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 Director of Curriculum 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
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 and Catholic Identity Standards
5. Establish and maintain clear timelines and cycles for analysis and revisions of academic standards.
6. Assist all schools in developing professional learning/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.
8. Collaborate with the Coordinator for Virtue and Integrity Education.

***Instruction:***

9. 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).
10. Collaborate with members of the CSO to provide professional development opportunities for school leaders based on the NSBECS and Middle States goals.
11. Identify and share current evidence-based best practices and support the evaluation of instructional materials.
12. Organize and Lead the annual Catholic Schools Leadership Conference and the Fall teacher workshops.

***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. Manage online data systems for assessments.

***Administrative:***

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

**III. QUALIFICATIONS:**

***Education:***

- Pennsylvania Teaching Certification, required.
- Masters in Curriculum and Instruction or School Administration preferred.

***Experience:***

- At least five years successful teaching experience, preferably in a Catholic school setting.
- Successful Catholic school and/or District level administrative experience preferred.
- 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.

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Supervisor

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Date

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Incumbent

\_\_\_\_\_  
Date