



## **Associate Head of Curriculum and Instruction**

### Job Summary

The Office of Associate Head of School for Curriculum and Instruction has as its primary purpose to be the educational leader of the school, directly responsible to the Head of School and, by extension, to the Board of Directors for the teaching-learning process in light of Catholic Identity and the Mission, Philosophy, and Hallmarks of a Notre Dame de Namur Learning Community. This responsibility requires a close working relationship with the Head of School, the faculty, staff, students, and parents.

### Essential Duties and Responsibilities:

- Models, articulates, represents and promotes the Mission of Notre Dame High School and its leadership while meeting pedagogical goals and objectives.
- Works with the Head of School and faculty in developing and articulating a uniform, detailed curriculum, including vertical and horizontal linkages of curriculum and a commitment to 21st-century pedagogy.
- Serves as a member of the Administrative Team and assumes a leadership role in the implementation of curricular elements of the Strategic Plan.
- Directs and coordinates the WASC/WCEA E3 Program and Accreditation Process.
- Collaborates with Head of School, CFO and other members of Administrative Team in the development of the annual school budget.
- Oversees the curriculum to ensure student success and the excellence of all academic programs at the school.
- Suggests recommendations to head of school regarding problems or oversights, and spearheads new and innovative programs.
- Partners proactively with faculty, administration, and parents to define avenues of growth for students.
- Assists teachers in matching appropriate assessment instruments to curriculum objectives.
- Prepares the annual report on the state of the curriculum, reviewing all proposed changes to the curriculum.

- Assures uniformity in assessment, parent reporting, and academic standards.
- Observes teachers in their classrooms and offer insights for the enhancement of effective instruction.
- In collaboration with the director of educational technology, builds and coordinates the educational technology program.
- Chairs departmental curriculum committee meetings.
- Serves as a resource for faculty, building morale and identifying appropriate workshops, speakers, programs, and professional development.
- Helps department chairs resolve conflicts.
- Coordinates regularly scheduled reviews of teaching materials with department chairs.
- Conducts a minimum of two workshops per year for faculty to keep faculty informed of current trends/research in curriculum and instruction.
- Reviews homework and project expectations of students.
- Seeks input from Director of Enrollment Management regarding new class offerings and electives.
- Oversees the standardized testing program as well as the honors and AP program and assessments.
- Remains knowledgeable about national standards and state mandates regarding curriculum.
- Establishes and promotes high standards and expectations for academic performance among all students and faculty/staff.
- Networks with curriculum directors at other Catholic and independent high schools.
- Pursues professional development opportunities by attending conferences and professional meetings in order to remain current with industry trends.
- Participates in committee, department, and staff meetings as well as school-sponsored events that would benefit from your area of expertise.
- Coordinates all AIRB hearings, parent correspondence, and student follow up, and communicates AIRB decisions with Administrative Team.
- Remains involved in the school community at large.
- Assumes responsibility for other projects as assigned by the Head of School.

#### Common Qualification Requirements

- Bachelor's degree; Master's degree in education preferred
- 10 years' teaching experience, preferably within a Catholic or independent school
- Successful track record of collaboration, curriculum assessment, and design across grades, teacher evaluation, and working with a wide range of learners
- Strong understanding and practice of educational technology
- Outstanding interpersonal and written and oral communication skills

- Excellent organizational and time management skills
- Detail-oriented
- Strong work ethic and high level of integrity
- High-energy and enthusiastic about working in an academic atmosphere

#### Application Process

Please send a letter of interest, resume, and a list of 3-5 references to Karen Neitzel at [karen.neitzel@carneysandoe.com](mailto:karen.neitzel@carneysandoe.com)