



Catholic Diocese of Saginaw

Office of Catholic Schools

Job Posting

Position: **Curriculum and Catholic Identity Coordinator**

Status: Full-time, exempt

Reports to: Superintendent

Works closely with: Office of Catholic School staff, principals, teachers, other diocesan staff

General Job Responsibilities:

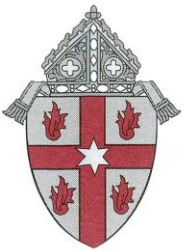
Support of Office of Catholic Schools in the development and execution of appropriate curriculum and learning standards to promote the spiritual and academic growth of our students. Support principals and teachers in the development and execution of best practices and resources related to instruction and learning. Use relevant data to identify areas of success and opportunities for growth across the diocese and within individual schools.

Specific Duties:

- Update and maintain Catholic theology curriculum and standards for kindergarten through 12th grade.
- Support the implementation of Catholic faith across the curriculum by developing and/or identifying appropriate resources.
- Provide professional development to teachers on Catholic identity, relevant standards, curriculum, and instructional techniques.
- Provides leadership to assure correlation between curriculum and state/national standards.
- Preview new instructional materials and arranges for piloting by teachers.
- Study and evaluate new instructional techniques for possible implementation.
- Assists with coordination of instructional support and mentoring for new and/or developing teachers.
- Analyze standardized test data to promote student growth and best instructional practices.
- Works with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc).
- Serve as Regional Coordinator for accreditation and support accreditation site visits.
- Support the development of annual report on Catholic schools by creating relevant content
- Benchmark and monitor best practices of fellow diocese and Catholic educational institutions.
- Other duties as assigned.

Working Environment:

- Mainly in an office environment, with some outdoor events possible.
- Weekend and evening assignments are possible.
- Travel throughout the diocese on a regular basis to support schools and parishes.
- Must be able to stand, walk, and sit for extended times



Catholic Diocese of Saginaw

- Must be able to lift 25 pounds without assistance

Qualifications:

- Must be a practicing Catholic in good standing, with a deep understanding of the Faith.
- Bachelor's degree in education or related field. Advanced degree in curriculum or educational leadership preferred.
- At least 5 years of teaching experience with a track record of strong evaluations. Ideal candidate has a valid teaching certificate.
- Experience in developing curriculum and/or standards across a school or system.
- Administrative experience preferred, ideal candidate has a valid state certification.
- Excellent writing and editing skills.
- Ability to communicate effectively and efficiently in large group settings

Interested candidates should complete/submit:

- An application for employment [Diocese of Saginaw, Employment Application](#)
- A letter of interest, resume, and three (3) letters of recommendation to:

Email: clynn@dioceseofsaginaw.org

Please include *Curriculum and Catholic Identity Coordinator*, in subject line.
Include all documents in single attachment.

Mail: Cormac Lynn

Attn: *Curriculum and Catholic Identity Coordinator*
5800 Weiss St.
Saginaw, MI
48603

Potential candidates are welcome to contact the superintendent with any questions

Cormac Lynn
Superintendent of Schools
989-797-6651 (office)
989-860-6567 (cell)
clynn@dioceseofsaginaw.org