

Office of Catholic Schools

Job Posting

Position: **Curriculum Coordinator**

Status: Part-time

Reports to: Superintendent

Compensation: Hourly, rate based on skills and experience of applicant

General Job Responsibilities:

Support of mission of the Catholic Diocese of Saginaw through the work of the Office of Catholic Schools as well as the Diocesan School Council. Develop, identify, and disseminate appropriate curriculum resources and learning standards. Support principals and teachers in the development and execution of best practices and resources related to instruction, learning, and formation. Use relevant data to identify areas of success and opportunities for growth across the diocese and within individual schools.

General Duties:

Curriculum

- Support the integration of our Catholic faith across the curriculum by developing and/or identifying appropriate resources.
- Provide professional development for school staff and faculty related to relevant academic standards, curriculum, instructional techniques, and other topics related to ensuring an effective Catholic educational environment,
- Develop and execute annual diocesan-wide professional development days as well as school and or/subject specific opportunities.
- Support building principals in addressing needs and/or resolving challenges related to curriculum and related school improvement goals.
- Serve as Regional Coordinator for accreditation, oversee accreditation process for diocesan schools and support accreditation site visits.
- Provide leadership to assure correlation between curriculum and state/national standards.
- Preview new instructional materials and arrange for piloting by teachers.

Within the Chancery (Central Office)

- Engage and collaborate with members of the chancery staff, including but not limited to members of the offices of Catholic schools, evangelization, faith and catechist formation, lay ministry, liturgy, youth and young adult ministry.
- Craft communications for internal and external audiences.
- Represent the Diocese and Office of Catholic Schools at various meetings and events.
- Support the work of the Diocesan School Council, Executive Committee and the Curriculum and Catholic Identity subcommittees.
- Other duties as assigned by the superintendent and/or Bishop.

Working Environment:

- Mainly in an office environment, with some outdoor events possible.
- Weekend and evening assignments occur.
- Travel throughout the diocese on a regular basis to support schools and parishes.
- Must be able to stand, walk, and sit for extended times
- Must be able to lift 25 pounds without assistance

Qualifications:

- The ideal candidate is 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, educational leadership, or related Catholic studies field is preferred.
- At least five years of teaching experience with a track record of strong evaluations.
- Experience in school leadership and administration.
- A valid teaching and/or administrative certificate.
- Experience in developing curriculum and/or standards across a school or system.
- An understanding of Catholic liberal (classical) education.
- Excellent writing and editing skills.
- The ability to communicate effectively and efficiently in writing as well as in-person in a large group setting.
- Must be able to successfully complete a background check for working with children in a Catholic setting.
- Must be willing to complete any and all diocesan requirements related to safe environment standards.

Potential candidates are welcome to contact the superintendent with any questions:

Dr. Cormac Lynn
Superintendent of Schools
989-797-6651 (office)
989-860-6567 (cell, text are welcome)
clynn@diosag.org

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@diosag.org

Please include “*Curriculum Coordinator*” in subject line. Please include all documents in single attachment.

Posting window:

- Until filled. Interviews may be conducted on a rolling basis. Interested candidates are encouraged to apply promptly.

General duties and responsibilities enclosed are not all encompassing for the position and are subject to change based on the experiences and gifts of individual applicants.