

JOB DESCRIPTION

DEPT: Catholic School Department
POSITION: Curriculum Coordinator for Catholic Schools
CATEGORY: Exempt
SCHEDULE: Full Time

Supervisor: Superintendent of Schools

Job Summary: To direct and facilitate those curriculum services that support the mission of the Catholic School Department at the local elementary and secondary schools of the diocese as prescribed by diocesan policies, procedures and practices; and to carry out other assigned general duties as needed to implement the Catholic philosophy, goals, and objectives of the Catholic School Department in the service of Catholic education in the Diocese of Sacramento.

Duties and Responsibilities:

- Serves as a resource person for pastors, principals and teachers with regard to all curricular, formational and sacramental preparation issues for Catholic schools.
- Directs the ongoing process of curriculum revision.
- Works with elementary schools regarding accreditation, serves as the WCEA Elementary School Commissioner.
- Serves as an educational consultant to schools.
- Works with teachers to improve instructional skills.
- Assists principals in directing the family life and religious education programs in schools.
- Arranges and conducts regular meetings with the diocesan curriculum committee(s).
- Assists principals in the supervision of instruction.
- Coordinates Diocesan-wide student activities.
- Oversees the diocesan standardized testing program.
- Liaison with State Department of Education and local educational agencies regarding federal and state programs.
- Identifies professional staff development needs and arranges for appropriate programs to meet those needs.
- Coordinates federally-funded programs.

Other Responsibilities: As Needed

- Contributes to the Catholic School Department Newsletter.
- Participates on the Diocesan School Board, the Diocesan Catholic Parent Council, and the Principals' Advisory Council.
- Assists with conflict resolution procedures when needed.
- Assists with New Principal and New Teacher Orientation.
- Establishes a schedule for school visitation.
- Serves on diocesan school committees as needed.

- All other duties as assigned by the Superintendent of Schools.

MINIMUM QUALIFICATIONS:

Education: Master's Degree in Curriculum, Education or Educational Administration.

Experience: At least five years of teaching experience. At least five years of administrative experience. Experience in making presentations / giving workshops.

Skills/Knowledge: Expertise in group dynamics and human relations. Ability to organize, plan, think creatively and administer programs.

Working Conditions: Ordinary office hours are 8:30 a.m. to 4:30 p.m. Some evening work (Boards and committee meetings) is required. An occasional weekend event will be held throughout the year. Travel is required and occasional overnight stays are expected. A valid driver's license and access to a vehicle in generally good working condition is required. Appointment is ongoing with annual review.