

**Buffalo Academy of the Sacred Heart** is seeking qualified candidates for its Director of Academics to begin July 1, 2021. A detailed job description follows. Candidates can apply through the WNYRIC employment website or by sending a letter of interest, current resume, copies of certifications and transcripts and the name of three professional references. Please submit all materials to Head of School, 3860 Main Street, Buffalo, NY 14226 on or before June 7, 2021.

**Director of Academics**

Reports to: Head of School, Administrative Council

The Director of Academics will be a member of the school's leadership team.

Requirements for the position include:

- MS in school administration or a related area
- Strong background in Catholic secondary school education
- Collaborative, creative, and energetic approach to work
- Experienced teaching at the secondary level
- Experienced supervising new and experienced faculty members a plus
- Familiar with NYS standards for secondary school subjects
- Experienced in curriculum development

Duties of this position, in consultation and partnership with the Head of School and other department personnel, include but are not limited to:

- To uphold and promote the mission of Buffalo Academy of the Sacred Heart as well as support the strategic plan, goals and policies.
- Evaluates and supervises new and experienced faculty
- Gathers, analyzes and reports internally, and to the State, data on student achievement with the goal of school-wide academic improvement
- Serves on the Administrative Council
- Oversees implementation of the IB Diploma Programme
- Coordinates department chairpersons' meetings, an annual meeting across grade levels, and oversees departmental meetings.
- With the Head of School plans and leads monthly Faculty/Staff Meetings
- Works with new teachers in a mentoring position
- Provides teaching resources for the faculty
- Coordinates and oversees professional development of teachers and staff.
- Works with teachers in curriculum development
- Prepares yearly curriculum updates and course selection and appeals procedures
- Works with in-house administrator in course drop/add problems and faculty curriculum or scheduling concerns
- Coordinates January and June examinations administration
- Oversees proctoring arrangements for examination times
- Serves on the Education Committee of the Board of Directors
- Oversees iPad Training Program for Incoming Students

5/2021