

Job Posting Form

Date Posted: 1/27/2021

Send resume and
cover letter to: Joan Thomas - jthomas@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Assistant Superintendent of Curriculum, Instruction, and Assessment

Salary: Commensurate upon experience/education Salary will be: hourly annual

Employer: Diocese of Buffalo Department Catholic Center

Location Address: 795 Main St. Buffalo, NY 14203

Employer website: www.buffalodiocese.org

Brief Job Description

The Assistant Superintendent of Curriculum, Instruction, & Assessment's primary functions are to update curriculum as needed, provide training to principals and teachers in the areas of curriculum, instruction and assessment, help schools make good use of assessment data, and keep current with the New York State Education Department information.

Responsibilities

Curriculum & Instruction

- Leads in the development and maintenance of a positive coordinated educational program designed to meet the needs of the Diocesan elementary and high schools.
- Guides the Diocesan Catholic Education Department and Diocesan School administration teams through the development, implementation, and evaluation of curriculum and instruction.
- Studies and evaluates, and as appropriate, recommends adoption of new instructional materials, methods, and programs.
- Submits budgets that pertain to curriculum and related staff development.
- Keeps abreast of developments in curriculum and instruction and furnishes instructional leadership team updates and recommendations.
- Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
- Assumes responsibility for design and implementation of a system of assessment

Assessment

- Conducts scorer trainings, schedules and facilitates the scoring of NYS assessments and any other diocesan-wide testing and advises schools on proper procedures for administering and scoring NYS tests
- Teaches school personnel to analyze and utilize a variety of test data (NYS assessments, standardized tests and classroom tests) to find ways to improve instruction
- Keeps current on NYSED ("New York State Education Department") changes and educational updates, sharing this information with schools through e-mail, principal meetings, and professional development sessions.

- Ensures that the Instruction and Assessment section of the website is current with SED information.
- Assists principals and teachers in successfully navigating the WNYRIC system to analyze their school's test data

Other Assistant Superintendent Responsibilities

- Develops networks and builds alliances (collaborative partnerships) in terms of agencies, educational or otherwise, that would benefit the Diocese of Buffalo Schools
- Conducts DCS school visits to monitor regulatory compliance.
- Attends to any other duties and responsibilities assigned by supervisor

Required Education/Experience

Education:

- SDL Professional Certification
- Masters' Degree in Elementary Education

Experience:

- Minimum 7 years teaching experience in Elementary Education
- Prior administration experience preferred
- Prior experience in curriculum development and assessments preferred

E.O.E.

How to Apply: By Mail E-Mail Fax as above, until position is filled