



Date Posted: 9/5/2023

Send resume and cover letter to: Dr. Timothy Uhl  
Email: tuhl@buffalodiocese.org

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

Job Title of Open Position: Assistant Superintendent for Academics

Salary: \$60,000-\$72,000 D.O.E. Salary will be:  hourly  other

Employer: Diocese of Buffalo Department Catholic Center

Location Address: 795 Main Street Buffalo, NY 14203

Employer website: www.buffalodiocese.org

### **Brief Job Description**

The Assistant Superintendent for Academics provides leadership in the areas of accreditation, formative assessments, professional development, curriculum, and instructional leadership.

### **Responsibilities**

#### **Curriculum & Instruction**

- Leads system accreditation process.
- Leads the implementation and evaluation of STAR testing.
- 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

- Advises schools on proper procedures for administering and scoring NYS tests.
- Teaches school personnel to analyze and utilize a variety of test data (STAR assessments, 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.

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