



Date Posted: 7/13/2021

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Assistant Principal of Curriculum and Instruction

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregschool.org

### **Job Description**

Primary Function: The Director of Curriculum & Instruction is a full-time leadership position responsible for working closely with the leadership team in establishing and maintaining a rigorous faith based curriculum for each grade, including the assessments and scope and sequence. The Assistant Principal of Curriculum and Instruction is to ensure our Catholic Identity is integrated throughout the curriculum and instruction.

#### Responsibilities:

- Create rigorous, standards-based scope and sequences, and interim and end of year assessments for Reading Comprehension, Math, Science, Social Studies, and Writing for every grade, as well as systems to evaluate the outcomes and respond to data.
- Works with the school Leadership Team to develop, implement and maintain every detail of the school's systems and procedures, including homework, discipline, transitions, entrance and exit, community celebrations, morning meetings, and classroom culture so that St. Greg's School is a structured and highly joyful community with a focus on faith, growth and student empowerment.
- Creates a system for tracking school culture and monitors, analyzes and defines action plans based on this data.
- Builds staff-wide professional development programming to meet the needs of our faculty.
- Supervises and evaluates all curriculum, instruction, assessment and technology.
- Recommends and supervises the development and revision of curriculum, assessment, instruction, and technology, including non-instructional and instructional platforms and emerging technologies.
- Leads work in collaboration with the leadership team to ensure PK-8 curriculum alignment with essential standards.
- Collaborates with the leadership team on curriculum, assessment, instruction, and technology initiatives.
- Coordinates 504/Minor adjustments process.

**Qualifications: Degree Requirements/Experience**

- Qualifications: The Assistant Principal of Curriculum and Instruction will be thoroughly committed to St. Gregory the Great School's mission and vision.
- Education/Certification: Masters Degree or Bachelor's Degree, NYS Certification (Teaching or Administrative (SDA, SBL preferred)
- Experience: 4-5 years experience teaching in the certified area of certification.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than \_\_\_\_\_

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)