

**ARCHDIOCESE OF SAN FRANCISCO
DEPARTMENT OF CATHOLIC SCHOOLS**

TITLE: Associate Superintendent for Curriculum & Instruction

REPORTS TO: Superintendent of Schools

STATUS: Regular Full Time, Exempt

PRIMARY OBJECTIVE OF POSITION:

The Associate Superintendent for Curriculum & Instruction is primarily responsible for providing leadership and support to administrators and teachers in secular curricular areas in the TK-8 Archdiocesan School System. The Associate Superintendent works collaboratively with the Administrative Staff to implement the Mission and Goals of the Department of Catholic Schools.

MAJOR RESPONSIBILITIES:

1. Support the Principals in Approximately Fifteen Regional Archdiocesan Elementary Schools.

- Assist elementary principals in the implementation and subsequent assessment of a variety of Catholic Identity practices, including the Catholic Identity Factors as part of the Western Catholic Education Association (WCEA)/Western Association of Schools & Colleges (WASC) Accreditation process.
- Support elementary principals in meeting their day to day responsibilities as Catholic school administrators.
- Troubleshoot student and parent issues in conjunction with the Human Resource & Legal departments of the Archdiocese.
- Ensure compliance with federal, state, local and archdiocesan policies and procedures.
- Work with principal and other elementary school staff on enrollment management.
- Evaluate principals within the assigned regional Archdiocesan elementary schools.

2. Develop, implement, and evaluate elementary in-service programs in order to assist Transitional Kindergarten-8 educators in teaching methodology, curriculum and assessments.

- Arrange for consulting services and presenters for workshops that will enable elementary faculties to improve teaching strategies.
- Organize and coordinate the annual elementary Curriculum Conference,
- Provide guidance to individual elementary principals and faculties in selection of curriculum (online) materials, textbooks, supplementary resources, and classroom practices in subject areas,
- Attend California Catholic School Superintendents Curriculum Committee (CCSSCC) meetings.

3. Manage Archdiocesan and Schoolwide Professional Development Plans

- Chair and moderate the Elementary Development Committee.
- In conjunction with the Professional Development Committee, plan and implement three minimum days in each county.
- Communicate Professional Development (PD) Plan to principals and teachers in the Archdiocese.
- Support teachers and principals in developing personal and/or school wide Professional Development Plans.
- Review and respond to principals regarding the effectiveness of their PD plans and personal professional goals.

4. Implement and Monitor the Archdiocesan STAR testing program for the elementary schools of the Archdiocese

- Coordinate training for the implementation and analysis of Renaissance STAR testing.
- Monitor schools during the four mandatory testing windows.
- In conjunction with the Superintendent, analyze Archdiocesan-wide STAR data.
- Chair the newly formed Archdiocesan Data Team.

5. Responsible for WCEA/WASC Elementary Accreditation Program

- Coordinate the activities for elementary schools applying for the WCEA/WASC accreditation/certification.
- Responsible for selection and training of chairpersons and teams.
- WCEA Commissioner for the Archdiocese of San Francisco and represents the elementary schools at WCEA meetings (2 annually) of the twelve dioceses.
- Serve as a Chairperson for teams in other dioceses.
- Serve on committee to read the visiting team's evaluation reports and makes recommendations to the WCEA.
- Conduct training for leadership teams of elementary school faculties undergoing the WCEA/WASC process.
- Evaluate end of the year WCEA/WASC progress reports and provide feedback to schools as they move forward with their Improving Student Learning (ISL) Action Plans.

6. Support the efforts of the Superintendent and the Department of Catholic Schools

- Participate in the process for annual school visits.
- Review and approve school calendars annually.
- All other duties as assigned by the Superintendent of Schools.

Qualifications:

- A believing and practicing Catholic.
- Minimum of three to five years as a Catholic elementary or secondary administrator
- Has expertise in curriculum theory and practice.
- Understands and can communicate testing theories and practices.
- Ability to organize, plan, think creatively, develop and administer programs.
- Skills in the application of computer software and technologies to support teaching and learning.
- Excellent verbal and written communication skills.
- Excellent relationship skills.

PLEASE SUBMIT RESUME AND COVER LETTER:

Attn: Pam Lyons
Superintendent of Catholic Schools
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San Francisco, CA 94109-6602
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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.