DIRECTOR OF CURRICULUM DEVELOPMENT

Job Description

The Director of Curriculum Development is responsible for ensuring the continuous monitoring, review, and renewal of curricula at McQuaid Jesuit. The Director works closely with department leaders, assisting them and teachers with curriculum development and review, and exercises primary responsibility for interdisciplinary initiatives and enrichment. The Director supports professional learning by actively researching curricular trends and developments and making recommendations consistent with the school’s mission and overall academic goals.

Essential Functions and Responsibilities

• Designs and coordinates curriculum development and review, ensuring that review and revision of curricula and instructional practice occurs continuously
• In collaboration with department leaders, ensures that the school’s overall academic goals are promoted and integrated within and across departments
• Works with department leaders, teachers, and the Instructional Technology Specialist to develop, guide, and support curricular innovation, including the development of new courses
• Maintains a current knowledge of curricular trends and research, reporting findings and making recommendations to the Principal, Assistant Principal for Academics, and the Academic Council as appropriate
• Supports and promotes interdisciplinary curriculum initiatives
• Makes recommendations to the Principal regarding professional learning opportunities related to curriculum and instruction
• Organizes and leads the annual summer teachers’ workshop
• Participates in and presents at New Faculty Welcome and regular faculty meetings as necessary
• Serves as a member of the Academic Council
• Teaches classes as assigned by the Principal

Supervisory Responsibilities

• This position does not supervise other personnel.

Knowledge/Skills

• Creative approach to building upon the humanistic tradition of Jesuit education for the 21st century
• Familiarity with effective curriculum design and assessment types
• Excellent written and verbal communication skills
• Facility with and openness to modern technology and its thoughtful, appropriate application in a classroom setting
• Ability to build relationships characterized by trust and shared commitment to a common mission and goals
• Desire to collaborate with colleagues on development and implementation of curricular program

Qualifications/Requirements
• Commitment to the principles and core values of McQuaid Jesuit, as expressed in the school’s Mission Statement, the Profile of the Graduate at Graduation, and the Profile of an Ignatian Educator
• A well-developed knowledge of Jesuit education and pedagogy
• Master’s Degree in Education, Curriculum, or related field, or experience commensurate with the same
• A minimum of five years teaching experience, ideally in a Jesuit school

Reports to: Principal. The Director of Curriculum Development will be evaluated annually based on the description above and feedback from the administration, faculty, and staff of McQuaid Jesuit.

The Director of Curriculum Development is a 10-month administrative position.