



## ASSISTANT PRINCIPAL OF CURRICULUM DESIGN & INSTRUCTION

**POSTING DATE:** February 1, 2018  
**POSITION TITLE:** Assistant Principal of Curriculum Design & Instruction  
**REPORTS TO:** Principal

### GENERAL SUMMARY:

The key academic leader:

- creatively inspires, directs, and supports faculty to pursue, develop, and implement new innovative learning opportunities and curriculum design
- understands and is current on rapidly evolving best practices that inform the work of a top-tier, college preparatory, all-girls Catholic high school
- Leads professional development staff to design support for teachers aligned with school goals and program expansion plans

### MAIN RESPONSIBILITIES:

- Provides inspiration and support for faculty and students in developing, piloting, and implementing new innovative learning opportunities. Connect with teachers individually to support each teacher's innovation and growth from their own starting point and at their own pace. Publicly celebrate attempts, successes, and risk taking in new endeavors.
- Supports development of a community-wide common language around pedagogical innovation, including faculty, students, families, and local community. Reach out to "outside" community to collaborate and form partnerships.
- Creates safe physical and emotional spaces for teachers to explore and develop innovative learning opportunities geared towards educating girls. Support a cultural shift towards more collaboration across disciplines among faculty.
- Builds capacity of faculty and students to independently investigate and design new innovations. Act as a multiplier of faculty and student strengths.
- Brokers relationships between groups both within and outside the school community. Foster ties between groups with different expertise and daily experience to encourage cross-pollination and boundary-crossing.
- Collects data and track growth throughout the school to support connections, monitor patterns, and provide example cases to others. Data might consist of qualitative project examples and specific feedback from teachers, students, and families, as well as quantitative numbers of students served and events held. All efforts should be viewed through the lens of educating girls.
- Establish long-term and quarterly goals for innovation growth milestones within the community. Meet with education administration team at least once per quarter to share data on innovation growth and solicit feedback for continued progress.
- Connect with innovation leaders at other schools.
- Lead research and implementation of best practices for educating girls and fostering the growth mindset among faculty.

- Supervises classroom observations and faculty/course evaluations, faculty licensure through TSPC.

**DUTIES AND FUNCTIONS:**

- Actively supports, models, and incorporates the school's mission into daily activities as outlined in the St. Mary's Academy Mission Statement.
- Demonstrates positive interactions and interpersonal relationships in dealing with fellow faculty and staff members, and the broader St. Mary's community, so that productivity and positive relations are maximized.
- Reports to work as scheduled and on time per school policy as stated in the Personnel Handbook.
- Maintains confidentiality of all information related to students, staff and other SMA constituents and as appropriate or as directed.
- Supports and contributes to effective safety and risk management efforts by adhering to established policies and procedures, maintaining a safe environment, promoting accident prevention and identifying and reporting potential liabilities and student safety issues.

**QUALIFICATIONS:**

- Understands and is engaged by the education of girls and women
- Possesses superb organizational, management, and communication skills
- Is a person of faith and is dedicated to education in the Catholic faith and to modeling its values, such as dedication to the disadvantaged and active social justice volunteer engagement
- Has a record of innovative thinking and excellence in educational leadership
- Has experience at the secondary level; high school classroom experience preferred
- Brings a healthy sense of humor to this serious work

**SALARY & BENEFITS:**

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave. Length of contract is 220 days.

St. Mary's Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

**TO APPLY:**

Qualified applicants may submit resume & cover letter to Kari Forrer in Human Resources, [kari.forrer@smapdx.org](mailto:kari.forrer@smapdx.org).