

# DIOCESE OF GRAND RAPIDS

## POSITION DESCRIPTION

**POSITION TITLE:** Assistant Superintendent of Curriculum,  
Instruction and Technology Integration

**REPORTS TO:** Superintendent of Catholic Schools

**POSITIONS SUPERVISED:** None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Supervises the instructional programs, curriculums and assessments for the Diocese of Grand Rapids Catholic Schools, grades pre-K-12, along with the management of instruction resources and designated general administration duties.

### **SPECIFIC DUTIES:**

#### Curriculum and Educational Planning

1. Develops, implements, coordinates and evaluates diocesan curriculum.
2. Coordinates Professional Development programs for administrators, teachers, and support staff.
3. Works closely and maintains liaison with constituent districts and local, state and federal educational agencies providing necessary information for the proper development of plans and programs relative to curriculum, instruction, technology integration, accreditation and Title programs.
4. Assess and analyze student and program needs by coordinating and implementing diocesan standardized assessment programs; analyze results to determine effectiveness and recommend adjustments in curriculum, instruction, and programs; report assessment results, analysis, and recommendations to all stakeholders.
5. Assists the superintendent in establishing and implementing goals and objectives for the diocese as directed by the board via the strategic plan; provides continuous evaluation of progress toward achievement of the goals and objectives.
6. Monitors programs and related financial activity to ensure that performance objectives are met, allocations are accurate, revenues and expenses are within budget and operation practices are followed.

7. Coordinate the process of selection of instructional materials, programs and other instructional electronic media in the diocese in cooperation with building principals and faculty.
8. Works with principals in the development and coordination of after school and summer school academic support programs.
9. Act as regional coordinator for accreditation. Coordinates accreditation training, reporting, site visits and compliance among diocesan schools.

### Administrative

1. Promotes and monitors positive school-student relationships.
2. Promotes good public relations for the Schools and community.
3. Attends and participates in all regular and special meetings of the Diocesan Board of Catholic Education.
4. Initiates recommendations affecting the schools of the diocese.
5. Facilitates collaboration among diocesan Catholic schools.
6. Attends conventions and conferences as necessary to keep abreast of contemporary developments in the field of education and Catholic schools.
7. Maintains active membership and participation with appropriate local, regional and national committees, advisory boards, councils, organizations and associations.
8. Other duties as delegated or assigned by the Superintendent.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Master's degree from an accredited college/university with particular emphasis in curriculum development or Administration.
2. Knowledge of the Catholic Church including in-depth familiarity with its structures, functions and institutions. Must understand and value a Catholic education and be willing to become a certified catechist.
3. Prefer minimum three years successful administrative experience in Catholic school environment and appropriate administrative certification at the secondary

and/or elementary level. Leadership/Curriculum/Technology courses are preferred.

4. Successful teaching experience, certification and continuing education are required.
5. Must have a broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction and technology integration.
6. Possess supervisory skills, excellent communication, organization, attention to detail, and interpersonal skills to deal effectively with Diocese and school system personnel, government agencies, and the public at large. High level of interactive skills to effectively handle crisis situations and adversity with a 'team player' attitude. Must be able to handle confidential and sensitive matters with the greatest discretion.
7. Strong experience and interest in the integration of technology and instruction through many and varied digital media. Ability to collaborate with IT professionals to leverage technology tools for the purpose of learning.