

Saint Joseph School

Director of Instructional Programs

Saint Joseph School, located in the Madison neighborhood of Nashville and serving students pre-kindergarten through eighth grade, seeks a Director of Instructional Programs.

PRIMARY RESPONSIBILITIES

- Oversee the implementation of diocesan protocols relative to all curriculum standards and instructional practices
- Assist teachers in implementing diocesan standards into curricular plans, with special attention to vertical alignment
- Promote engagement as the key feature of effective classroom instruction
- Evaluate the educational program offerings and recommends enhancements
- Promote the effective use of technology
- Lead efforts for textbook, instructional software, and supplemental materials adoptions and acquisitions
- Manage Iowa Assessment processes
- Lead and train teachers on appropriate protocols for student supports such as RTI and MTSS
- Develop and promote strategies to improve instruction for exceptional learners
- Assist Principal with class observations
- Manage local Federal Programs (Title Programs) and schedules
- Help parents understand curriculum standards and student performance expectations
- Report curriculum-related activity to the Catholic Schools Office

EDUCATION and EXPERIENCE

- Master's Degree in Curriculum & Instruction Design or in Education Leadership
- Five or more years of experience as a classroom teacher
- Strong foundation/experience with instructional technology

OTHER REQUIREMENTS & SKILLS

- Practicing Catholic in good standing with the Church
- Knowledge of curriculum development
- Ability to demonstrate effective instructional methods
- Knowledge of RTI and MTSS
- High level of accuracy and attention to detail
- Ability to lead and coach others
- Excellent verbal, written and interpersonal communication skills
- Computer proficiency, able to use Microsoft Office Suite, Google Suite, FACTS, and RENWeb preferred

INFORMATION/APPLICATION CONTACT

Please email (1) a cover letter stating your intent to work as a teacher at Saint Joseph School; (2) a complete and professional resume, and; (3) contact information for three references to Principal Michael La Haie: MLaHaie@StJosephNashville.org