



JOB DESCRIPTION

Dean of Curriculum and Instruction

Employer	St. Ignatius of Loyola Catholic School
Reports To	Head of School
Terms	1 Year Contract
Position FTE	50%
Date Published	2023-2024
FLSA Status	Exempt

SUMMARY

St. Ignatius Catholic School strives to employ a Dean of Curriculum and Instruction whose response to God's invitation is to evaluate and provide leadership and vision for curriculum and instruction within a devout Catholic classical educational setting. This person is expected to adhere to the mission, possess strong knowledge of classical education, and embrace the vision of the school. The Dean of Curriculum and Instruction must be a practicing Catholic, willing to pledge an Oath of Fidelity to the Magisterium, and serve as a joyful role model of all that is good, true, and beautiful within the St. Ignatius community.

The Dean of Curriculum and Instruction is responsible for ensuring that the St. Ignatius Catholic School and Chesterton Academy curriculum and instructional practices integrate Catholic identity and demonstrate fidelity to the principles of classical education. In all efforts, the Dean makes certain that the curriculum and instructional practices align with the advancement of the mission, vision, and core values of the institution. Throughout all interactions, the Dean safeguards the dignity of each individual, staff and students alike. All members of the St. Ignatius School System are expected to model behavior consistent with the St. Ignatius Catholic School mission, vision, and core values.

PRIMARY RESPONSIBILITIES

General

- Hold faculty accountable for acquiring knowledge of and remaining committed to the prescribed curriculum and sequence, classical pedagogy, instructional practices, and developmentally appropriate methodology
- Facilitate professional development to address curricular and instructional needs
- Identify internal faculty leadership and develop mentorship relationships within

Curricular

- Conduct ongoing evaluation of the school's 3K-8 curriculum
 - Lead research and make recommendations concerning curricular changes
 - Verify that the curriculum ensures fidelity to the Catholic classical pedagogy



- Assure the curriculum is vertically and horizontally aligned
- Update the school's 3K-8 curriculum overview as needed
- Ensure fidelity to the prescribed Chesterton Academy curriculum for grades 9-12
- Work with faculty to review and revise student supply list aligned to curriculum
- Lead faculty in (and development as needed) effective use of curricular standards, curriculum maps, and scope and sequences
- Train new and reassigned teachers in vertical and horizontal alignment of curriculum

Instructional

- Communicate a clear and effective pedagogy that embodies the belief that instruction must be engaging, relevant, and effective
- Develop a leveled evaluation tool to measure effective instruction
- Conduct daily walk-throughs in an effort to assess instructional practices
- Collaborate with the Head of School and Dean of Chesterton Academy to determine involvement in faculty observations and post-observation consultations
- As needed, work with the Dean of Chesterton Academy in the following areas: Coordinate college preparation activities/ACT prep class/Franciscan Advantage partnership program
- Assist in the administration of standardized testing, evaluate trends in scores, and utilize data to advance instruction

Ongoing Collaboration with Specific School Units

Serving as a member of the school's Administrative Team, the Director of Curriculum and Instruction will meet regularly with administrative counterparts and, as needed, with other school units.

- Administration
 - Meet weekly to address mission-aligned initiatives and shared goals
 - Collaborate to maintain a strong and vibrant Catholic classical curriculum and effective instructional practices
 - Seek consensus before taking action that impacts the larger school population
 - Maintain communication regarding revisions to the St. Ignatius Catholic School Family Handbook and St. Ignatius Catholic School Staff Procedural Manual (and other supplemental handbooks as applicable)
 - Participate in DPI Title program meetings and tasks related to title funding
- Business Services
 - Establish timely and accurate ordering procedures for curricular materials
 - Receive verification that all purchase requests meet budgetary parameters
 - Work with HR Coordinator to onboard new faculty in areas of curriculum and instruction
- Advancement Team
 - Provide content for Staff E-Newsletter (and other E-Newsletters as applicable)



- Support and contribute, as appropriate, efforts related to prospective families including open houses, tours, and Chesterton Chats
- Special Education
 - Collaborate regarding student intervention needs
- Campus Ministry Leader
 - Safeguard the Catholic culture and faith formation of the student body to remain a living, vibrant, and focal part of the educational experience
- Accreditation Leader
 - Work toward meeting the goals of the current action plans
 - As needed, participate in the compilation of WRISA's annual report
 - Ensure accreditation standards related to curriculum and instruction are met and/or improved upon
 - Participate in accreditation self-study process and visiting team planning
- Administrative Assistants and other school units as needed

PROFESSIONAL DEVELOPMENT

The Dean of Curriculum and Instruction is expected to collaborate with Administrative counterparts to establish ongoing and relevant professional development for St. Ignatius Catholic School faculty. The Dean works with Administration to plan and execute:

- Back-to-School Staff Orientation
- Ongoing faculty meetings
- Ongoing cohort meetings
- Development/Inservice days
- Annual staff retreat
- Student retreats

The Dean of Curriculum and Instruction shall possess a growth mindset and be eager to explore and pursue relevant professional and spiritual development for oneself. Additionally:

- Stay abreast of matters related to Catholic classical education through professional reading, research, and inquiries
- Attend applicable diocesan meetings/events
- Other duties as assigned by the System President and/or Head of School

DESIRED LEADERSHIP SKILLS

The Dean of Curriculum and Instruction is expected to model a servant-leadership management style, working virtuously to inspire others. Interpersonal relationships are to be viewed through the lens of Christ leading to grace-filled interactions with co-workers.

Additionally, the Dean is expected to gracefully assimilate and identify strengths and challenges while cultivating positive relationships. Specific leadership skills include:

- Maintaining a strong work ethic and quality-driven standards of excellence in all work
- Problem-solving, conflict resolution, and decision-making responses that are solutions based and thoughtfully align with the teachings of Christ
- Ability to set priorities and execute accordingly, making wise use of time and



- resources while managing multiple tasks and faculty
- Excellent organizational skills with significant attention to detail and time-management skills leading to productivity and demonstrating reliability
- Communication skills that exhibit outstanding poise, presence, and leadership
- Ability to delegate and hold staff accountable in a professional, disciplined manner
- Receptivity to an appropriate level of accountability, welcoming and acting upon constructive feedback

QUALIFICATIONS

- Master's degree or higher in Education Administration or similar field from an accredited post-secondary institution or be willing to participate in a program to complete such a degree within a specified time period
- Practicing Catholic who is faithful to the teachings of the Catholic Church
- Has expertise and experience in a Catholic classical school environment
- Proficiency with Google and Microsoft suite applications

PHYSICAL REQUIREMENTS

- Work is generally performed in an indoor, temperature controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed.

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives. and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)



St. Ignatius Catholic School
Thinkers. Leaders. Disciples.



Employee Signature _____ Date _____

*Mission: We will meet the unmet demands of our students and families for a Catholic classical education to form a joyful community of disciples of Christ.
Vision: As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.*