



# OFFICE of CATHOLIC SCHOOLS

2170 E. Victory Drive  
Savannah, GA 31404  
912-201-4121

[CatholicEducationGA.org](http://CatholicEducationGA.org)

## Director for Curriculum and Instruction

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**Purpose:** The Director for Curriculum and Instruction assists the Superintendent in developing, coordinating and supervising the effective development, implementation, and ongoing revision of the Diocese of Savannah system-wide curriculum, instruction, assessment and professional learning programs.

**Reports to:** Superintendent of Catholic Schools

**Start Date:** 2024-2025 School Year

## PERSONAL & PROFESSIONAL REQUIREMENTS

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- Practicing Catholic in good standing;
- Master's degree in the field of education, preferably Curriculum & Instruction, from an accredited college/university;
- Hold current, or be eligible for, Georgia state teaching and/or leadership license;
- Minimum of 5 years teaching experience, preferably in Catholic Schools;
- Catholic school leadership experience preferred; and
- Hold a valid driver's license, be able to drive and qualify under the diocesan insurance carrier when operating a district vehicle.
- Overnight travel is required.

## ESSENTIAL FUNCTIONS

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- Support the mission of Catholic education.
- Understand Catholic theology and beliefs of the Catholic Church.
- Provide professional leadership in organizing, administering, supervising and evaluating the effective programming of district-wide curriculum, instruction, assessment and professional learning.
- Communicate effectively with all members of the Diocese of Savannah Catholic Schools system and community.
- Reviews the latest research, trends, and developments in all areas of curriculum, instruction, assessment and professional learning.

## RESPONSIBILITIES

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- Designs and directs an operational framework for curriculum and instructional improvement.
  - Ensures that all curriculum is infused with Catholic teachings and traditions.
  - Supervises the development of curriculum at the local level Preschool – 12<sup>th</sup> grades.
  - Develops and monitors the framework for curriculum mapping and implementation.
  - Appoints and/or provides for the selection of committees to assist in the review and development of curriculum, assessment and instruction.
  - Supervises the administrative committee for curriculum.
  - Designs and presents workshops on best practices in instruction and assessment.
  - Serves as consultant to each school in developing teacher professional development programs and evaluations – observations, action plans, and professional learning.
  - Establishes procedures for regularly evaluating existing programs and practices.
  - Monitors textbook and supplementary materials selection used in educational programs in the district.
  
- Designs and directs an operational framework for system-wide assessment program.
  - Coordinates standardized assessment program(s) for all schools - Assessment of Religious Knowledge (ARK), Religion Benchmarks and NWEA MAP.
  - Develops reporting strategy for district-wide standardized assessment.
  - Serves as liaison for schools in utilizing testing data to improve student achievement.
  - Coordinates and monitors staff development and in-service activities for the Diocese of Savannah Catholic Schools.
  - Appoints and/or provides for the selection of and leads committees to assist in the review and development of assessment options for Early Learning and K-12 programs.
  - Rosters all students for NWEA MAP for each of the testing periods annually.
  - Serves as liaison for schools utilizing testing data to improve student achievement.
  
- Co-coordinates system-wide professional development opportunities
  - Organizes annual professional development conference for diocesan faculty and staff – DEI (Diocesan Education Institute) and DCI (Diocesan Catechetical Institute).
  - Coordinates professional development and in-service activities for diocesan-wide faculty.
  - Serves as consultant to each school in developing teacher professional evaluations – observations, action plans, instructional coaching and professional learning.

*VIRTUS* training and a Level 2 criminal background check are required for hiring.

**Terms of Employment:** Per Diocesan Employee Handbook for full-time, exempt employees

**Evaluation:** Performance of this job will be evaluated annually by the Superintendent of Catholic Schools.

**Send résumé and cover letter to:** Carrie Jane Williamson, Superintendent of Schools  
Catholic Diocese of Savannah  
[cjwilliamson@diosav.org](mailto:cjwilliamson@diosav.org)