



Vice Principal for Academics Curriculum, Instruction, and Professional Development

Kennedy Catholic High School

John F. Kennedy Catholic High School is a private Catholic high school, dedicated to providing a high-quality Catholic education to all students in a diverse and equitable learning environment, committed to fostering young people's relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to leadership, learning and service.

Job Summary

The Vice Principal of Academics – Curriculum, Instruction and Professional Development is a central member of the school's executive leadership team and provides leadership surrounding teacher selection, support and evaluation; ongoing development, improvement and oversight of Kennedy Catholic's academic curriculum; and supports the school's ongoing efforts to build an equitable and inclusive learning environment for every student attending Kennedy Catholic. He/she will work with leaders and teachers in order to build teachers' capacity for planning, instruction, assessment and professional development. He/she is responsible for ensuring that teachers are prepared to execute the highest quality instruction. He/she is jointly responsible for ensuring quality systems are in place and for continued achievement of the school's accreditation by the WCEA. This individual will be responsible for presenting curriculum and academic systems to parents, students, administrators and potential partners. This position reports directly to the President/Principal.

Essential Duties and Responsibilities

- Leading the screening and interview process for teaching vacancies and following the appropriate school and Archdiocesan policies to provide hiring recommendations to the President/Principal
- Ensuring the provision of a guaranteed and viable curriculum in alignment with the requirements of the State Board of Education and Archdiocese of Seattle
- Maintain vertical and horizontal alignment of curriculum within the school and correlation to state and national content standards
- Acting as a liaison between companies and programs that support the instructional core of the school (scheduling school and classroom visits, attending trainings, and

providing regular information and updates from external providers to school-based staff.

- Researching and approving additional curricular resources
- Coordinating and managing teachers as necessary in order to ensure that Kennedy Catholic's instructional team has optimal support
- Building teachers' capacity for planning, instruction, and assessment
- Formally supervising, observing, and evaluating teachers
- Conducting frequent walk-throughs of classrooms to identify school-wide strengths and needs to ensure fidelity to curriculum
- Modeling high quality instruction for teachers
- Engaging targeted coaching cycles based on meeting individual and school-wide goals
- Analyzing data to guide continuous improvement individually and collectively
- Monitoring internal assessment practices in order to ensure consistency and effective use
- Planning appropriate professional development for all teachers, including researching and evaluating professional development opportunities for instructional team members
- Establishing professional development goals with staff members
- Providing input and feedback on all grade team curriculum maps, unit and lesson plans
- Ensuring that both internal and external assessments are appropriately scheduled, implemented, and reported
- Leveraging opportunities within the school community to improve student academic performance
- Identifying programmatic improvements to create more equitable and inclusive learning environments
- Serving as a liaison with local public school districts and overseeing equitable participation in state and federal programs
- Providing leadership and direction over development and use of departmental budgets and assist the executive leadership team in the development of annual school budgets
- Convening the school's Academic Leadership Council monthly to provide collaborative oversight of the school's educational programming and offerings.
- Creating and managing the school's Master Schedule
- Ensuring consistent grading policies, practices, timelines and reporting through Skyward and Canvas
- Participating in the Admissions Review process for all incoming 9th graders and transfer students

The ideal candidate will have:

- An M.A., Ed. M. or Master's degree in Educational Leadership, Teaching or relevant content area
- A minimum of five years of demonstrated success in high school teaching
- A minimum of three years of demonstrated success in an instructional leadership role
- Experience within a Catholic school setting and demonstrated commitment to Catholic education
- Demonstrated commitment to building equitable and inclusive learning environments for a diverse student population
- Demonstrated ability to effectively coach, train and develop educators
- Strong familiarity with secondary grade levels and content areas
- Experience with technology integration and digital learning platforms in support of student learning, including use of the school's Student Information System.
- Experience in building a school's Master Schedule and supporting annual planning for staffing and budgeting
- Deep understanding of Understanding by Design, Common Core State Standards, curriculum mapping and the processes involved in creating vertical and horizontal alignment reflective of learning progressions
- Evidence of excellence in teaching through continuous learning and data analysis
- Superior communication skills
- The ability to work collaboratively
- Experience with Skyward, Canvas and SchoolAdmin is preferred

Position will remain open until filled. Applications will be reviewed beginning April 12, 2021. First round interviews may occur either by Zoom or in person.

Apply through AppliTrack by going to the Office of Catholic Schools website at <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>. Additionally, email your cover letter and resume to Peggy Cunningham, Assistant to the President/Principal, cunninghamp@kennedyhs.org. Ms. Cunningham will confirm receipt and request any additional materials necessary throughout the review process.