

## **Assistant Principal for Curriculum and Academics**

The Ursuline School, a private, Catholic school for girls in grades 6 through 12 in New Rochelle, New York, seeks an Assistant Principal for Curriculum Development and Academics to oversee its academic program, working with administration and faculty to maintain the highest standards in curriculum and to monitor students' progress throughout their middle school and high school careers. The position is a senior administrative post that reports to the principal and works closely with other senior administrators to support all aspects of curriculum development, testing, and schedule.

**Position:** Full-time, permanent 12-month position beginning July 2021

### **Duties of the Assistant Principal for Curriculum and Academics**

- Oversees all aspects of curriculum development to assure they align with Ursuline's mission and with innovation and best practices in pedagogy.
- With department chairs, regularly reviews curriculum maps for scope and sequence of learning both horizontally and vertically.
- Assists with recruitment of faculty dedicated to the mission of The Ursuline School and its excellent academic standards.
- Oversees the academic progress of all students, including placement, maintenance of scholarships, and National Honor Society.
- Works as liaison with parents when student is not progressing in academic program.
- Supervises the Department of College and Academic Counseling to assure that students are receiving the latest information at all times and are being counseled to maintain a steady course toward graduation requirements and college acceptances.
- Works with other administrators to create academic calendar each year.
- Works with College and Academic Counseling to assure efficient standardized testing on middle school and high school level.
- Creates testing schedules for all school-administered midterms and finals.
- Coordinates parent-teacher conferences, Back to School nights.
- Works closely with Admissions Department regarding applications process and academic process for all new students to maximize student success at Ursuline.
- Works with registrar on course selection and placement process.
- Oversees Reading and Language Development program in all aspects of academic support for students with special accommodations.

The ideal candidate will have the following qualifications:

- An advanced degree in Educational Leadership or Curriculum Development
- At least five years of teaching experience
- Excellent communications skills
- A passion for working in Catholic faith-based education

- Experience with creating a diverse and inclusive curriculum or demonstrates a firm commitment to this work.
- A commitment to their own professional development to maintain the latest knowledge in best practices in pedagogy.
- The ability to lead the school's initiatives in 21st Century education, including its new Innovation Hub for STEAM education.

To apply for the position, please send a resume and cover letter to [employment@ursulinenewrochelle.org](mailto:employment@ursulinenewrochelle.org).

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes a respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.