



is accepting applications for the position of

Curriculum Coordinator

As part of the Diocese of Lafayette, Sts. Leo-Seton Catholic School is a Catholic school serving approximately 500 students from Pre-K through eighth grade in Lafayette, Louisiana. Sts. Leo-Seton Catholic School is approved by the State of Louisiana and is accredited by Cognia/Southern Association of Colleges and Schools. Sts. Leo-Seton Catholic School operates under two church parishes: St. Leo the Great Catholic Church and St. Elizabeth Seton Catholic Church.

The Curriculum Coordinator reports to the principal and collaborates with all of the school's stakeholders. The primary purpose of the Curriculum Coordinator is to support and promote the school's mission by implementing and overseeing all curricula, teaching, and learning activities.

Responsibilities include:

- Oversee procedures for teachers to implement curriculum
- Assess and discuss the alignment of curriculum standards to state standards and standardized test standards
- Assess and discuss student preparedness for next level through vertical alignment of curriculum standards
- Analyze student test data
- Research trends in instructional methods and educational technology
- Review and recommend textbooks and other educational materials
- Observe faculty to evaluate performance
- Provide feedback based on individual observations and student performance data
- Train teachers and other instructional staff in new content and technology
- Mentor or coach teachers in skill improvement
- Plan, organize and conduct training conferences and workshops

Qualifications:

- Practicing Catholic
- Master's degree in Educational Leadership (preferred) or equivalent credentials/experience
- Experience with Catholic schools' curricula, teaching, and learning requirements
- Excellent written and verbal communication skills
- Well-developed and demonstrated administrative, organizational, supervisory, team-building and project management skills
- Proficient computer skills

Submit a letter of interest, resume with references, and copy of transcript(s) to:

Sts. Leo-Seton Catholic School
Attn: Kimberly Gothreaux • 502 St. Leo Street • Lafayette, LA 70501
or by email to: kgothreaux@leoseton.org