



Holy Name of Jesus Catholic School is currently seeking applications for the position of Curriculum Specialist.

This position will be responsible for the instructional leadership of a Catholic school which consists of Preschool – 8th Grade with an enrollment of approximately 400 students, located in Henderson, Kentucky.

The ideal candidate must promote the Catholic educational development of faculty and students; establish and execute a vision for growth in academic excellence; and, model Christ-like virtues as a moral and spiritual mentor to all students, families, faculty and staff among other things.

**Minimum Qualifications:**

- Must have Kentucky teacher certificate
- Must have a minimum of three years of teaching experience
- The ideal candidate will work collaboratively with the principal to establish and execute a vision for growth in academics for preschool- 8th grade.
- Experience teaching in a Catholic School is preferred.
- Experience in curriculum alignment/management preferred.
- Basic understanding and acceptance of Catholic School philosophy, goals and objectives.
- The ability to successfully complete a criminal history and background check.

**Details:**

- Salary commensurate with years of teaching experience and rank.
- Working 200 days
- This position is for the 2024-2025 school year.

**Job Description:**

- Assist the principal in the total instructional program, preschool- 8th grade.
- Focus on the implementation of the Kentucky Instructional Standards and Standards of the Diocese of Owensboro.
- Model “best practice” teaching strategies across the content areas.
- Facilitate curriculum changes through modeling, leadership, professional development and coaching.
- Direct the implementation of cross-curricular integration.
- Lead teachers in determining the learning needs of their students and improvement of their performance.
- Assist in communicating curricular issues to parents.

- Lead teachers in the understanding of “team planning” as it relates to integrating curriculum and meeting individual student needs.
- Provide leadership in analyzing assessment data and determining areas of strength and weakness.
- Assist in implementing strategies to address areas of weakness as determined by analyzing assessment data.
- Assist teachers in designing integrated teaching units.

**Contact Details:**

Qualified candidates may submit a resume and cover letter to President Julie Eadens, [jeadens@holynameschool.org](mailto:jeadens@holynameschool.org).

To learn more about Holy Name of Jesus Catholic School, Please visit [www.holynameschool.org](http://www.holynameschool.org).

Holy Name of Jesus Catholic School is an Equal Opportunity Employer.

**Spirit Led. Tradition Based. Future Focused.**