

# MSA

**Mount Saint Agnes Academy** Through Faith and Learning

## **CURRICULUM COORDINATOR**

Mount Saint Agnes Academy, founded by the Sisters of Charity, has been providing excellence in education in Bermuda since 1890. To continue this proud tradition of Catholic education in Bermuda, and to assist with program development with fellow teachers a Curriculum Coordinator is required August 2012. Responsibilities will include:

- Collaborating with the school administration to develop a three year education plan and provide input on yearly reviews and reporting on the plan.
- Supporting the K – 12 teachers to continue to build their knowledge and understanding of the Alberta Program of Study and using the Learner Outcomes for planning of instruction and assessment.
- Assisting with the integration of technology throughout the curriculum. Provide support for teachers in the development of lessons using the Smart board.
- Assisting teachers and students in their preparation for Diploma Examinations.
- Analyzing and reporting results from the Diploma Examinations to the Board, Parents and Alberta Education.
- Working directly with teachers in a supervisory capacity assisting in instructional strategies, classroom management, and teacher effectiveness.

The successful applicant will demonstrate in the application, interview and through references the following knowledge, skills and attributes necessary for successful curriculum implementation:

- Minimum of ten years of success teaching experience in Alberta.
- Successful experience as a leader in a school or jurisdiction.
- Knowledge and experience with the Alberta Program of Studies.
- Evidence of leadership in a collegial environment.
- Strong planning and organizational skills and be able to manage multiple priorities.
- Effective collaborative and interpersonal skills.
- Ability to be flexible and innovative.
- Knowledge of effective professional development practices, coaching and presentation skills.
- Competent in the use of technology including Smart Boards.
- Experience with videoconferencing and emerging technologies to support adult learning.
- Completion in a M.Ed. program

Please submit the following to demonstrate the extent to which your education and experience fulfills the requirements of this position: Letter of application, current resume, at least three reference letters from the following: school administrator or current supervisor, a colleague with whom you have had a collaborative working relationship in an educational context, and a character reference.

For this position, preference will be given to practicing Roman Catholics who can help the school maintain its Catholic identity and foster the Catholic faith development of the students.

We offer a competitive remuneration package that is commensurate with experience.

Applications may be emailed to:



Susan Moench, Principal

Mount Saint Agnes Academy

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[smoench@msa.bm](mailto:smoench@msa.bm)

The deadline for applications is: Friday, February 3, 2012