

**A.M.D.G.**  
**Xavier College Preparatory High School**

**Director of Curriculum and Instruction**

The Director of Curriculum and Instruction serves the mission and community of Xavier College Preparatory High School by working to ensure excellence in teaching and learning for every teacher and student. His/her primary responsibility is that of providing ongoing instructional coaching and formal evaluation for faculty, in addition to leading the school's Professional Growth and Renewal (PG&R) program. The Director of Curriculum and Instruction likewise serves on the hiring committee for faculty and oversees the onboarding program for new faculty. The Director of Curriculum and Instruction works with the Principal to determine the vision for successful teaching and learning, serves on the Principal's administrative team, and collaborates with other school leaders on broader school initiatives.

**Qualifications**

- Minimum of B.S. degree; M.A., M.S., or M.Ed. preferred or a combination of an unrelated bachelor's degree and appropriate professional experience.
- Minimum of three years in school leadership or comparable experience required.

**Duties**

- Manages a supervision program for all teachers and oversees the new teacher orientation program.
- Develops professional growth opportunities and In-service days for faculty and other professional resources.
- Evaluates the efficacy of instruction and assessment practices through observations (formal and informal), curriculum analysis, student surveys, evaluation of student outcomes, and provides feedback to teachers.
- Serves on the School Leadership Team.
- Reviews curriculum and course offerings in partnership with the Principal and Counseling department.
- Manages Academic Council.
- Assists in the recruitment of new faculty.
- Maintains regular contact with other Jesuit schools and the Jesuit Schools Network.
- Publishes course offerings (including summer school), scheduling, and the annual course catalog.
- Ensures approval of courses such as Advanced Placement (AP) and University of California A-G requirements.
- Publishes teaching assignments and master schedule.
- Organizes department curriculum, maps, syllabi, grade books, and testing data.
- Organizes student feedback surveys.
- Manages classroom and testing data including AP, SAT, ACT, and final exams.
- Manages and distributes quarterly progress and grade reports.
- Communicates with teachers, students, and parents regarding student progress and academic probation.
- Investigates potential grants, federal funding, and distribution of professional development funds.
- Coordinates placement testing.

**The ideal candidate will meet the following minimum requirements for any position at Xavier College Prep:**

- Serve as a guide with and for students on their formation journey in a Jesuit high school.
- Demonstrate respect and professionalism at all times, in keeping with the school's mission and Jesuit identity.
- Effectively relate to students and build positive relationships.
- Display excellent communication skills.
- Demonstrate the willingness and ability to listen, developing mutual trust with students, parents, and colleagues.
- Demonstrate the willingness to work with a diverse student body.

**About Xavier and how to apply:**

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious, loving and compassionate in service to others for the greater glory of God.

**Interested applicants should submit a resume and cover letter to Marcie Quagliani at [mquagliani@xavierprep.org](mailto:mquagliani@xavierprep.org)**

