



VILLA VICTORIA ACADEMY

Curriculum Coordinator (Grades 6–12)

Villa Victoria Academy seeks a dedicated Curriculum Coordinator to provide leadership in the development, implementation, and evaluation of a rigorous college-preparatory curriculum for students in grades 6–12. The Curriculum Coordinator works collaboratively with faculty and administration to ensure academic excellence while supporting the Catholic mission of the school and fostering the intellectual, spiritual, and personal growth of every student.

Responsibilities

Faith-Based Mission

- Uphold and promote the Catholic mission and values of Villa Victoria Academy.
- Ensure the integration of faith, service, ethics, and character development throughout the curriculum.
- Foster a learning environment rooted in academic excellence, compassion, leadership, and respect for the dignity of every individual.

Curriculum Leadership

- Oversee the development, alignment, and continuous improvement of the curriculum across grades 6–12.
- Ensure curriculum is aligned with New Jersey State Standards, college readiness expectations, and the mission of Villa Victoria Academy.
- Review and recommend curricular resources, instructional materials, and educational technologies.
- Facilitate curriculum mapping and vertical alignment among departments and grade levels.
- Instructional Support
- Collaborate with teachers to strengthen instructional practices and promote student achievement.
- Support the implementation of innovative and research-based teaching strategies.
- Coordinate professional development opportunities aligned with school goals and instructional priorities.
- Assist faculty in the integration of technology, critical thinking, and interdisciplinary learning experiences.

Assessment & Data Analysis

- Coordinate the collection and analysis of academic data, including standardized testing results and school-wide assessments.
- Use data to identify trends, inform instructional decisions, and support continuous school improvement.
- Assist in developing strategies to address student learning needs and academic growth.

- Faculty Collaboration
- Serve as a resource and mentor for faculty regarding curriculum design, assessment, and instructional best practices.
- Facilitate curriculum committee meetings and collaborative planning opportunities.
- Support new teacher onboarding and curriculum implementation.

Academic Program Development

- Assist in the development and evaluation of honors, Advanced Placement, dual-enrollment, and enrichment opportunities.
- Support academic scheduling and course planning in collaboration with school administration.
- Promote programs that prepare students for success in higher education and lifelong learning.

Qualifications

- Master's degree in Education, Curriculum and Instruction, Educational Leadership, or a related field.
- Teaching certification required; administrative certification preferred.
- Experience in curriculum development, instructional leadership, and secondary education.
- Strong organizational, communication, and collaborative leadership skills.
- Commitment to Catholic education and the mission of Villa Victoria Academy.

The Curriculum Coordinator serves as an instructional leader dedicated to ensuring that Villa Victoria Academy's academic program reflects excellence, innovation, faith, and a commitment to preparing young women to become thoughtful leaders and lifelong learners.

Salary Range: \$50,000 - \$52,000 (12-month position)

Interested candidates should send his/her resume to the principal, Sr. Lesley Draper: srlesley@villavictoria.org.