



Alberta Catholic Education Curriculum and Resource Coordinator (.5 FTE)

February 4, 2020

A Catholic Curriculum and Resource Advisory Committee comprised of the Alberta Bishops, Alberta Catholic School Trustees Association (ACSTA) and Council of Catholic School Superintendents of Alberta (CCSSA) believe that there is an increasing need for a dedicated person with pedagogical, theological, ecclesial, and religious education knowledge in order to develop curriculum and resources and work with CCSSA and Bishops to ensure the integrity of Catholic Church teachings in our Catholic schools. The CCSSA executive are responsible for this position and will delegate day-to-day supervision of the Curriculum and Resource Coordinator to the CCSSA Executive Director. This new position will provide a single coordinated contact for religious education curriculum and resource development in Alberta.

The .5 FTE position will potentially be housed in one of the 24-member Catholic School Divisions depending on the successful candidate's location.

Reporting to the CCSSA Executive Director, the Curriculum and Resource Coordinator's primary mandate and key role includes:

- Models involvement in a Catholic faith community
- Provides Religious Education Curriculum and Resource Development oversight and support in all matters relating to Catholic education for the CCSSA in collaboration with the Religious Education Network (REN)
- Being accountable for the fiscal management of allocated funding
- Establishes and maintains positive professional working relationships with the CCSSA Executive Director and members of REN
- Demonstrates effective organization skills resulting in compliance with the curricular and resource needs and expectations of Alberta Catholic Curriculum Advisory Committee through CCSSA
- Takes appropriate actions to ensure open, transparent and positive external and internal communications are developed and maintained with CCSSA and REN

Vision Statement

"The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta"

Role

The primary focus of this role is to coordinate the writing of religious and wellness education curricula and resources, to oversee content, format, communication, and provide professional learning support provincially and territorially. Recently there has been an increase in the volume of work that to some extent has been initiated by the curriculum initiative by the province to rewrite and restructure curriculum and resources in Alberta. This has led to several new curriculum initiatives including a review of the high school religious studies curriculum, a new grade 9 religious education curriculum, a K-4 Alberta Education Wellness curriculum Catholic resource, and a provincial Kindergarten religious education curriculum. Please see attached Job Description.

The successful candidate will be:

- An active, practicing Catholic who is strongly committed to Catholic education
- Experienced in Religious Education administration and/or coordination in Catholic education
- An organized, self-motivated and successful administrator and/or coordinator, effective communicator, problem-solver and visionary

The competition will remain open until a suitable candidate is found. Applications received by February 21, 2020 are assured of careful consideration. Email a cover letter, curriculum vitae, a list of at least three recent references, plus one current pastoral reference to:

Mr. Jamie McNamara, Executive, Council of Catholic School Superintendents of Alberta (CCSSA)

E-mail: executive.director@ccssa.ca

Phone: 780.913.0194

Vision Statement

“The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta”

Alberta Catholic Education Curriculum and Resource Coordinator (.5 FTE)

JOB DESCRIPTION

1. Catholic EDUCATION LEADERSHIP

Provides Religious Education Curriculum and Resource Development leadership and support in all matters relating to Catholic education for the CCSSA and Alberta Catholic Curriculum and Resource Advisory Committee by:

- Enabling a provincial perspective on Catholic education by engaging members to serve as representatives on the AB Education Curriculum Advisory Committees
- Advising and building the capacity of the CCSSA Executive Director, Executive and membership regarding Catholic education curriculum, emerging Alberta Education and Religious Studies curriculum and Catholic education issues
- Supporting the work of the Religious Education Network (REN) in consultation with CCSSA current Past-president
- Attend REN meetings
- Supporting the development of unique Catholic perspective on curriculums (e.g. Wellness Curriculum) and addressing Safe & Caring Schools toward Inclusive Communities
- Staying abreast of emerging pedagogical and theological Catholic education trends and issues
- Support CCSSA and the Alberta Catholic Curriculum and Resource Advisory Committee whose role is to foster a common vision on Catholic education and the components of authentically Catholic curriculum explicitly and implicitly for students in Catholic schools;
- Coordinate the work of writing Catholic curriculum and resources within the parameters established by CCSSA Executive Director, Alberta Catholic Curriculum and Resource Advisory Committee and Alberta Education;
- Develop a Religious Education curriculum and resources development plan and timeline;
- Structure writing teams for the Religious Education curriculum and resource projects;
- Review Catholic Religious Education curriculum and resource documents in draft and final form under the guidance and in the name of the Alberta Catholic Curriculum and Resource Advisory Committee; and
- Recommend approval of Catholic Religious Education curriculum and resource documents to the Alberta Catholic Curriculum and Resource Advisory Committee that would be implemented by the Catholic School Superintendents (CCSSA).
- The primary focus of this role is to coordinate the writing of religious and wellness education curricula and resources, to oversee content, format, communication, and professional learning supports provincially.

Vision Statement

“The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta”

2. FISCAL RESPONSIBILITY

Ensures the fiscal management of the allotted budget by:

- Providing invoices and receipts for reimbursement
- Maintaining applicable and accurate financial records and reporting
- Preparing an annual financial statement for the position in cooperation with the CCSSA Executive Director

3. Coordinator/EXECUTIVE DIRECTOR RELATIONS

Establishes and maintains positive professional working relationships with the CCSSA Executive Director and CCSSA Executive:

- Providing Curriculum and Resource Development support and services to the CCSSA membership and REN
- Facilitating a periodic review of Alberta K-12 Religious Education Curriculum and Resources
- Develop and maintain a RE Curriculum and Resource repository on the CCSSA web site
- Researching and providing proactive advice on emerging Catholic education curriculum trends and issues in Alberta, Saskatchewan and Ontario

4. ANNUAL PLANNING AND REPORTING

Establishes an annual and meeting cycle in collaboration with the CCSSA Executive Director including the development and action of curriculum and resource development needs, goals, budget and implementation plans as approved by the Executive by:

- Liaising with groups (Alberta Bishops, CCSSA, REN, AB Ed) to develop and distribute an annual curriculum and resource development calendar to be presented at the spring Alberta Catholic Curriculum and Resource Advisory Committee, CCSSA Executive, CCSSA member and REN meetings
- Preparing an annual Curriculum and Resource Development financial statement for CCSSA Executive and Alberta Catholic Curriculum and Resource Advisory Committee

5. COMMUNICATIONS AND COLLEAGUE RELATIONS

Takes appropriate actions to ensure open, transparent and positive external and internal communications are developed and maintained by:

- Drafting correspondence or reports that are required
- Consulting with national and provincial colleagues to stay abreast of emerging pedagogical and theological Catholic education trends and issues

Vision Statement

“The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta”

- Maintaining website Religious Education curriculum and resource repository.

6. LEADERSHIP PRACTICES

Practices leadership in a manner that is viewed positively and has the support of the CCSSA Executive Director and Executive:

- Advising and providing curricular and resource expertise to the Executive Director regarding Catholic faith, Catholic education and related issues
- Liaising with REN and other provincial Religious Education curricular agencies

7. SPECIFIC RESPONSIBILITIES

As determined by the CCSSA Executive and the CCSSA Executive Director on behalf of the Catholic Curriculum and Resource Advisory Committee.

Vision Statement

“The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta”