



9935 Johnnycake Ridge Road, Concord Twp., OH 44060
www.st-gabrielschool.org

Position Open: Instruction & Curriculum Specialist

Founded in 1963 by the Sisters of Holy Humility of Mary, St. Gabriel School is a coeducational Catholic elementary school committed to educating children in our Catholic faith by challenging them to be their best selves. With ten grade levels spanning from Junior Kindergarten to 8th Grade, St. Gabriel School is a Better Together partner school and offers its students a technology rich, holistic educational experience. St. Gabriel School fosters a positive learning environment by focusing on the needs of the whole child and living our school's mission of "being Christ every day, everywhere through teaching, learning, leading, and serving."

Position Qualifications:

- Bachelor's degree with a Valid teaching license in the State of Ohio, or Master's degree in curriculum and instruction preferred
- Five (5) years teaching experience, preferably in a Catholic elementary school
- Ability to successfully pass FBI and BCI background checks, and VIRTUS certification.
- Hold or be willing to obtain religious certification through the Diocese of Cleveland.

Preferred Qualifications:

- Excellent verbal and written communication skills
- Exceptional interpersonal skills
- Comfort and ease with new technology
- Understanding of Ohio Teaching Standards, current best practices and pedagogy
- Strong organizational skills, attention to detail, ability to multitask, and keep deadlines
- Work collaboratively in a team environment, and maintain confidentiality

Major Responsibilities:

- Observe and give feedback to teachers
- Assist with onboarding and guidance of teachers new to professional and/or St. Gabriel School
- Present on teaching best practices
- Assist with reviewing data to assist teachers with differentiation
- Act as resource for instruction, assessment, and other teacher needs
- Help organize and guide direction of school curriculum Jr. K to 8th Grade
- Lead implementation of curriculum changes
- Work with student support staff and teachers on RTI/MTSS
- Organize current subscriptions and programs used in classrooms
- Assist teachers with their understanding and application of curriculum
- Work with administration to plan curriculum changes and professional development

Please submit a letter of interest, resume and three references to:

employment@st-gabrielschool.org