

**St. Mary's Academy
Employment Posting**

Job Position: Instructional Specialist – Lower School

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Junior Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking an Instructional Specialist. This position will assist the principal in developing and maintaining an effective educational program consistent with the SMA philosophy, policies and goals meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.

Major Duties and Responsibilities:

- Assist the Principal and faculty in developing and maintaining an outstanding educational program consistent to the SMA philosophy and goals.
Work with faculty to teach, co-teach and model instruction in classrooms.
Work with individual students and groups of students who need both intervention and enriched learning in grades JK-5.
- Proactively develop relationships with families and students that support the Loretto Values.
- Support grade level teams, attend grade level meetings, and support vertical articulation.
- Work with all faculty to develop Professional Development opportunities to support academic programs.
- Assist with schedules, student safety, admissions events and other duties that support students, faculty, staff and Principal.

Requirements:

Qualifications/Requirements:

Education and qualifications should include the following:

- Educational Degree, experience teaching multiple grade levels, current teaching certificate and a love of children.
- Preferred: Master's Degree, knowledge of RTI, experience in assisting or creating professional development with curricular programs, or Instructional Specialist experience.
- Excellent interpersonal skills.

Salary/Benefits:

Salary is commensurate with experience. This is an exempt, salaried position with benefits.

How to Apply:

Interested candidates should send a cover letter and resume to Jackie Neal Lower School Admin Assistant; jneal@smanet.org. No calls, please.