

WRITING PROGRAM COORDINATOR

This position will create, launch, and manage an effective program to develop the writing skills of students for both classroom and career applications. This role requires strong leadership and strategic thinking skills. A good candidate will be data driven, student-focused, and have experience coaching and developing teachers.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Writing Program Coordinator for the 2019-2020 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Design and implement a writing program which will prepare students to communicate successfully through writing in their academic and professional careers
- Create metrics to measure the effectiveness of the program across major disciplines, including science, math, history, theology, and english
- Coach faculty to utilize and integrate program tools in the classroom through classroom observation and support
- Support faculty with the design and implementation of assessments and response to student data
- Establish a committee to engage teachers, deans, and other instructional staff in developing program growth
- Maintain standards of the writing program to be commensurate with college and career needs as well as integrating new tools and techniques
- Sponsor the National Honor Society (NHS)
- Support TAPPS Academic Competitions
- Other job duties as assigned

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in English or closely related field

Preferred: Master's degree in English or closely related field

Experience

Required: 3 years high school teaching experience

Preferred: Previous leadership experience and/or experience coaching teachers

Experience in a school and/or non-profit environment is a benefit, but not required.

Certification/Licenses/ Registration

Required: None

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. Ability to work some nights and weekends to support School sponsored events, NHS, and TAPPS is required

Physical Requirements

Rarely required to exert physical effort

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

**Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007**