



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

A search is underway at Hill-Murray for an experienced professional to serve as The Nicholas Center Director of Literacy.

The Nicholas Center (TNC) is a part of Hill-Murray School that provides programs and services to help all students succeed in Hill-Murray's academically challenging environment. TNC programs address each student's strengths and challenges and assist them with organization, planning, time and material management, and reading skills. The Nicholas Center support services include counseling, college counseling, peer listeners, tutors, strategic study and reading labs, and more.

Reporting to the Director of The Nicholas Center, the Director of Literacy plays a key role in the Nicholas Center team. The TNC team is comprised of professional staff who conduct assessments and provide counseling, along with professionals and volunteers who provide coaching and one-on-one tutoring. After the assessment is conducted by the in-house clinical psychologist, a personal learning plan is developed for each student. At this point, the Director of Literacy has two primary functions internally within TNC and one externally in the community.

Key Responsibilities:

Student and Family Support (30%)

- Develop the literacy curriculum for each student and provide feedback to families on students' growth and development during the school year, as well as, summer programming.
- Provide families with guidance and support on what interventions are needed for their children based on the assessments and screenings to provide pathways to growth in reading, writing, listening, and visual learning.

Literacy Coaching (50%)

- Collaborate with the Director of The Nicholas Center on hiring, managing, training, and developing the Nicholas Centers' literacy team
- Oversee each individual tutor's growth and development as tutors' unique skill sets grow
- Provide learning opportunities for teachers and community members on science-based literacy

Outreach & Partnerships (20%)

- Reach out to private elementary schools in the greater Twin Cities to help teachers and families understand the literacy development opportunities at Hill-Murray and The Nicholas Center
- Apply for grants and support appropriate partnerships with other schools, vendors, and organizations
- Assist the Director of The Nicholas Center in creating a Nicholas Center Advisory Board, develop agendas, and participate as an active member of the Board.

Goal Setting

Performance will be measured by progress toward annual goals established at the start of the academic year based on growth within the three core roles of Student and Family Support, Literacy Coaching, and External Outreach.

Incentives

Hill-Murray has two categories of employees: **Faculty** who participate in collective bargaining agreements (teacher's union) and are, therefore, not eligible for incentives, and **Staff** who are not part of the union. The Director of Literacy is considered a Staff position and, as such, may qualify for incentives.

Incentives are based on:

- Recruitment of students who enroll in Hill-Murray after 5th grade and who have been participating in one or more of the TNC's outreach programs
- Percentage of revenue generated by successful grant requests

General Responsibilities of Catholic School Employment:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, or embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

Compensation and Benefits:

The Director of Literacy is a full-time, 12-month position. Salary is dependent on experience and qualifications. FTE and Benefits as indicated on Confirmation of Terms and Conditions of Employment.

Applications Guidelines:

For consideration, please submit your cover letter and resume as one PDF to bgjohnson@hill-murray.org.