**Director of Literacy Development**

**Organization Description:**

Founded in 1789, Georgetown Preparatory is a Jesuit, Catholic college preparatory day and boarding school for young men in grades 9-12, in North Bethesda, Maryland, on 93 beautiful acres, just outside of Washington, D.C. Georgetown Prep’s commitment to the 450-year-old Ignatian paradigm of a rigorous liberal arts curriculum emphasizes reflection, discernment, scholarly and programmatic excellence and personal responsibility. The curriculum exposes students to a breadth of knowledge and calls for critical evaluation and self-examination. Students are taught in small classes where they participate in active discussion with teachers and an atmosphere of genuine concern for the personal growth of the individual is fostered.

**Position Summary:**

Georgetown Prep is currently seeking a full-time Director of Literacy Development. This is a full-time position and reports into the Headmaster’s Office. This position will serve as a resource and liaison for campus-wide literacy development efforts, and as such will have excellent communication skills, a collaborative workstyle and build good rapport with faculty and students.

Georgetown Prep requires a commitment to the mission and values of the school, as well as the willingness to contribute to the co-curricular program.

**Duties and Responsibilities:**

* Coordinate and serve as a resource for campus-wide literacy development efforts.
	+ Work closely with department chairs to increase systematic approach to literacy development across grade levels and departments within our curriculum.
* Serve as a resource to faculty:
	+ Provide internal and external professional development opportunities to build faculty literacy development skills.
	+ Build capacity for teaching research skills across the curriculum.
* Serve as a resource to students:
	+ Develop a system to diagnosis literacy challenges among students.
	+ Prescribe and implement programs to build skills for students who come into Prep with weak literacy skills.
* Culture building – build positive culture and buy-in for our collective work of developing college level reading, writing, and verbal communication skills across the School.
* Oversee print and electronic resources of the Saul Library.
* Collaborate with the English department and the students of the National Honors Society to oversee the Writing Center.
* Other job-related duties as required.

**Desired Experience/Qualifications:**

* Master’s Degree or earned Doctorate in Literacy Education or a related field.
* Experience with students of diverse learning backgrounds and learning challenges.
	+ Must include teaching experience in the high school classroom.
* Experience working with faculty to build and support literacy skills.
* Excellent communication skills
* Organizational skills

All interested candidates should submit the following:

* A letter of interest
* Resume
* In 1000 words or less describe your vision for this role as Georgetown Prep's first Director of Literacy Development

To apply for this position, please begin the application process by clicking on this link:

<https://forms.veracross.com/Forms/gprep/ApplicationforEmployment/StartNew.aspx>

Compensation is commensurate with experience. Successful candidates may also be eligible to apply for a role working with the boarding community in the dormitories. Faculty and Staff who also work as dorm parents are provided with housing accommodations and additional benefits. Georgetown Prep offers a comprehensive and competitive benefit package (including health, disability, 403B retirement plan with match, and a variety of other employee valued benefits).

More information about Georgetown Prep is available at [www.gprep.org](http://www.gprep.org/).

**As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.**