

**Executive Director of the Literacy Institute  
Marian University**

Direct Link: <https://www.AcademicKeys.com/r?job=238038>

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Posted Jun. 21, 2024, set to expire Dec. 14, 2024

**Job Title** Executive Director of the Literacy Institute  
**Department** Center for Vibrant Schools  
**Institution** Marian University  
Indianapolis, Indiana

**Date Posted** Jun. 21, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Special Education  
Reading/Developmental Education  
English as a Second Language

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=5fd49474-51b1-455d-bcf0-b4e68e88b174>

**Apply By Email**

**Job Description**

As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University is seeking an Executive Director of the Literacy Institute who will promote our Catholic Franciscan mission and identity by being responsible for providing strategic leadership and operational oversight for literacy programs offered through the Center for Vibrant Schools including K-12 schools. Responsibilities include program and course development as well as seeking out and promoting new opportunities. The Executive Director of the Literacy Institute must have extensive knowledge of research in reading development and evidence-based literacy instruction. The Executive Director of the Literacy Institute has primary responsibility of collaborating with instructional and professional staff and sub-contractors to fulfill contractual obligations with the United States

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Department of Education, United States Department of Labor, Indiana Department of Education, Indiana Workforce Development and other funding agencies. The position also involves writing and securing federal and state literacy grants, as well as securing funds through private donors and philanthropic groups to support the Marian University Literacy Institute. The Executive Director of the Literacy Institute will be responsible for supervising literacy staff within the program and reports to the Director of the Center for Vibrant Schools.

### Essential Duties and Responsibilities:

- \* Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies;
- \* Support literacy education programs that provide high quality professional development to educators;
- \* Translate research in reading development and instruction to information and strategies administrators and teachers can put into practice;
- \* Secure and design new programs in literacy education;
- \* Secure federal and state literacy grants available through the Indiana Department of Education;
- \* Secure funding for operations and programing within the Literacy Institute;
- \* Pursue additional funding to support literacy programs for implementation in public and non-public P-12 schools;
- \* Implement best practices in literacy education with Indiana Department of Education guidelines;
- \* Responsibly administer the budgets for various grants for maximum student impact;
- \* Prepare reports for Indiana Department of Education, the Center for Vibrant Schools, Marian University, and other entities as appropriate;
- \* Oversee research to support best practice for programs; and

Other duties as assigned.

### University Expectations:

- \* Knowledge of and a commitment to the mission of Marian University;
- \* Adheres to Marian University's policies and procedures;
- \* Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors;
- \* Communicates regularly with supervisor about Department issues;
- \* Meets department productivity standards;
- \* Participates in developing department goals, objective, and systems;

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- \* Assists to establish department measurements that align and support the accomplishment of the University's strategic goals; and
- \* Adheres to the department budget.

**Required Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- \* Education: Master's Degree Required, Doctorate Degree Preferred;
- \* Licenses/Certifications/Credentials: Minimum of 5 years teaching reading;
- \* Successful experience as a teacher;
- \* Experience organizing and leading professional development for teachers in the field of literacy;
- \* Highly organized and diligent in completing tasks;
- \* Have a deep working knowledge across reading development and evidence-based reading practices, with the ability to remain abreast on development across the academic field;
- \* Experience selecting, critiquing and evaluating curricular materials;
- \* A practical understanding of the intersection between Special Education, English as a New Language, and Dyslexia needs aligned to evidence-based literacy instruction;
- \* Knowledge of the K-12 system;
- \* Deep knowledge of and experience in professional development best practices;
- \* Strong written and oral communication skills;
- \* Demonstrated ability to meet deadlines;
- \* Proficiency in Microsoft Office; and
- \* Ability to multitask and prioritize.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**



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