

Director of Literacy Innovation and Development
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=258018>

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Posted Jun. 9, 2025, set to expire Dec. 14, 2025

Job Title Director of Literacy Innovation and Development
Department Center for Vibrant Schools
Institution Marian University
Indianapolis, Indiana

Date Posted Jun. 9, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Professional Development
Reading/Developmental Education

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=c4031c13-5cbc-473d-8452-4033ab0061ca>

Apply By Email

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Director of Literacy Innovation and Development to promote our Catholic Franciscan mission and identity by developing and maintaining robust literacy programs and supports for parents, educators, and the broader community, supporting existing literacy initiatives within the Center for Vibrant Schools, and overseeing special projects. The Director of Literacy Innovation and Development will report to the Executive Director of the Literacy Institute and support expansion efforts of high-quality, evidence-based literacy supports.

Essential Duties and Responsibilities:

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- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services;
- * Oversee the content management and improvement of Lessons in Language, Marian University's online literacy training program;
- * Collaborate with the Executive Director of the Literacy Institute and other literacy staff on the development and implementation of high-quality, evidence-based professional development for PK–12 educators and other adult learners;
- * Train and manage a core group of trainers to provide literacy trainings and professional development workshops offered through the Center for Vibrant Schools;
- * Work closely with the Executive Director of the Literacy Institute on all literacy-related initiatives;
- * Work with the Office of Institutional Advancement, in collaboration with the Executive Director of the Literacy Institute and Center for Vibrant Schools leadership staff, to identify and secure funding opportunities;
- * Work with the Executive Director of Marketing and Operations, in collaboration with the Executive Director of the Literacy Institute, to develop fee structures and adhere to brand and budgetary guidelines;
- * Build relationships with other Marian University departments to partner on content development, research opportunities, and build capacity to provide literacy training and support to educators, parents, and the public at large;
- * Serve as support staff for school partnerships, including schools receiving comprehensive literacy support from the Center for Vibrant Schools;
- * Serve as a key staff person on special projects and provide oversight as directed;
- * Hiring and directing staff as needed; and
- * Other duties as assigned.

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.

Well-qualified candidates will have the following skills and credentials:

- * Education: Bachelor's Degree required. Master's Degree preferred.
- * Licenses/Certifications/Credentials: Minimum of five years teaching reading in a classroom setting;

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- * 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;
- * Experiencing managing a staff; and
- * Ability to multitask and prioritize.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.
- * Statements of research interest and teaching philosophy.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

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

Contact

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