



Position: Director of the Academic Resource Center

Posted: June 17, 2026

Closes: July 1, 2026

Start Date: August 17, 2026

The Director of the Academic Resource Center (ARC) provides leadership, oversight, and strategic direction for all academic support services at Archbishop Murphy High School. This role ensures high-quality support for students with learning disabilities, guides teachers in implementing accommodations, supervises ARC staff, and collaborates with administrators, counselors, and families to promote student success. The Director serves as a key member of the administrative team and is responsible for ensuring compliance with accommodation policies, supporting instructional practices, and advancing AMHS's mission through equitable, student-centered academic programming.

Qualifications:

- M.A. (or higher) in Special Education, Mathematics, English, or related fields.
- Current Washington State Teaching Certificate with an endorsement (or the ability to obtain endorsement) in Special Education strongly preferred.
- At least 8 years of high school teaching experience on a block schedule is preferred.

Salary: Any offered salary is determined by internal equity, established salary ranges, market data, and the applicant's skills, prior relevant experience, degrees, and certifications. The salary range for this position is **\$54,929–\$111,193 per year** and includes an **ARC Director Stipend of \$8,000** and an **ARC Department Chair Stipend of \$2,000**.

Benefits: A comprehensive package of benefits is offered, including medical plan options, dental, vision, life, accidental death and disability, long-term disability, pension, 403(b), HSA, and generous sick leave, vacation, and holidays.

Application Process: To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of application's completion to:

Thomas Wier, Director of School Administration (twier@am-hs.org)
Archbishop Murphy High School
12911 39th Avenue SE
Everett, WA 98208

Our Mission:

Archbishop Thomas J. Murphy High School is a Catholic, college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full

development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christlike leadership to transform the world.

Located in south Everett, Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs, and a variety of performing arts programs, clubs, and activities. We offer a safe, supportive environment with small class sizes and individual attention.

Archbishop Murphy High School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation, or any disability which can be reasonably accommodated in the administration of its educational policies and school-administered programs. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.

Essential Duties & Responsibilities:

Leadership & Supervision

- Directly supervise ARC staff, including Support Specialists, Academic Coaches, and ARC Counselors.
- Hire, train, evaluate, and support ARC personnel in alignment with AMHS hiring and evaluation policies.
- Serve as an at-large member of all educational interview committees and as a member of the Admissions Committee.

Teacher Support - Instructional Coaching

- Support teachers in adapting instruction for students with special needs.
- Promote positive, nurturing teacher-student relationships.
- Ensure teachers implement Student Accommodation Plans (SAPs) effectively.
- Observe students and teachers, provide instructional coaching, and offer feedback to Vice Principals regarding evaluations and improvement plans.

Accommodation Process Oversight

- Review educational evaluations and determine eligibility for accommodations.
- Write, update, and annually review all Student Accommodation Plans (SAPs).
- Attend all SAP meetings and collaborate with case managers.
- Disseminate SAPs to teachers and ensure compliance with ISP requirements and district reporting.
- Coordinate services with outside agencies as needed.

Program Development & Academic Planning

- Collaborate with the local school district to coordinate education evaluations and ensure ISP requirements are met
- Participate in the review and approval of academic programs, especially those impacting Tier II and Tier III ARC students.
- Assist with course registration and ensure priority scheduling for ARC students.
- Ensure ARC staff meet annually with ARC students to review four-year plans and class schedules.

Communication & Collaboration

- Ensure ARC staff meet with new teachers to review ARC processes and shared students.
- Ensure annual communication with all teachers regarding ARC expectations and SAP updates.
- Facilitate ongoing communication between ARC staff and teachers regarding shared students.
- Collaborate with teachers on differentiated instruction and alternate assessments.
- Facilitate meetings between ARC students and teachers as needed.

Professional Development

- Participate in planning orientations and in-service sessions to ensure ARC information is communicated.
- Ensure ARC staff coordinate and deliver professional development related to supporting students with disabilities.
- Collaborate with counselors to align AMHS accommodations with college-level expectations.

Student Support & Discipline Collaboration

- Consult with administrators regarding discipline policies affecting students with disabilities.
- Provide recommendations for supporting students struggling to meet behavioral expectations.

Teaching

- Teach up to three sections of academic support classes as needed.

Other Duties

- Perform additional responsibilities as assigned by the Head of School, Director of School Administration, or Vice Principal.