

JOB DESCRIPTION

JOB TITLE: Junior-Senior High School Associate Principal

DEPARTMENT: Administration

Exempt: Yes

Employment Status: Full-Time, 12 Months

FTE Status: 1.0

Reports to: Junior-Senior High School Principal

SUMMARY:

The ideal candidate will have a strong commitment to Catholic education and a proven track record of success in student discipline, academic progress, and assessment coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Oversee all aspects of student discipline, including investigating and adjudicating student misconduct, developing and implementing discipline policies, and working with parents to address student behavior issues.
- Collaborate with the Principal and other administrators to develop and implement school-wide academic improvement plans.
- Monitor student academic progress and identify students who are struggling academically.
- Develop and implement interventions for students who are struggling academically.
- Coordinate state and local assessments, including ordering tests, administering tests, ensuring test security, and analyzing test results.
- Work with teachers to develop and implement curriculum that is aligned with state and national standards.
- Provide professional development to teachers on topics related to student discipline, academic progress, and assessment coordination.
- Assist the principal with teacher/staff supervision and evaluations.
- Coordinate school safety drills.
- Represent the school at community events and meetings.
- Serve on the Diocesan Systems Implementation Team (SIT).
- Other duties as assigned by the principal.

QUALIFICATION REQUIREMENTS:

- Master's degree in Education or Education Administration.
- Education Administration certification (or working toward).
- Minimum of five years of teaching experience.

- Practicing Catholic in good standing.
- Strong understanding of Catholic education and theology.
- Commitment to providing a high-quality education to all students.
- Proven ability to effectively manage student discipline.
- Proven ability to work collaboratively with teachers, parents, and other stakeholders.
- Excellent communication and interpersonal skills.

OTHER SKILLS AND ABILITIES:

- Strong written and verbal communication skills.
- Willingness to pursue continuous professional development and growth.
- Proficient in state regulations for education and requirements for graduation.
- Good organization and management skills.
- Ability to be flexible and resourceful.
- Energetic, empathetic, and innovative approach to handling student concerns.
- Proficiency in Google Suite, Microsoft Office, and similar programming preferred.
- Experience creating and maintaining a master schedule preferred.

Approved: _____

Employee	Date
Supervisor	Date