

St. Louis Catholic High School
Assistant Principal
Job Description

Job Summary

The Assistant Principal fulfills the mission of the Catholic school by working with the principal in the management of the school, faculty, staff, and students with major emphasis and focus on curriculum and instruction. Position reports to and is evaluated by the Principal.

Job Duties

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church

- Serves as the Principal in the Principal's absence
- Represents the Principal, and the school, at various school related meetings, events and conferences (when called upon)

- In partnership with the Principal, serves as a chief academic officer of St. Louis Catholic High School
- Observes and evaluates instruction and provides constructive feedback on performance
- Reviews lesson plans, yearly plans and other materials used to instruct students
- Develops and facilitates professional development for faculty and staff (both new and returning)
- Direct supervisor of Department Chairs and School Counseling team
- With the Principal, maintains files on prospective teachers (and teacher-coaches), reviews transcripts, references, and conducts interviews

- Coordinator of Federal Funds

- With the School Counseling team, oversees student accommodations and Individual Service Plans and monitors, assists and tracks students who are experiencing academic difficulty

- Maintains a constant presence in the school community by interacting with students, faculty, staff, and parents
- Supervises and attends athletic events and extracurricular events as needed / requested
- Attends all faculty meetings, in-services, and other meetings established by the Principal

- Other duties as assigned by the Principal

Minimum Qualifications

- Master's Degree, preferably in Educational Administration / Leadership or Secondary Education
- 3 years of secondary school teaching, preferably in a Catholic school

Disclaimer: This is not necessarily an exhaustive list of all duties, qualifications, etc. associated with the job. While this is intended to be an accurate description of the future job responsibilities, school administration reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.