

SACRED HEART CATHEDRAL SCHOOL

Assistant Principal

Exempt - Administrative

Reports to: Principal

The Assistant Principal upholds a Catholic philosophy of education and exhibits a Christ-like respect and fairness in dealing with others. In collaboration with the Principal, he or she provides an environment which prepares students to flourish through the support, care and academic excellence synonymous with Catholic education.

PURPOSE OF POSITION: The Assistant Principal is a member of the school's senior leadership and participates in the overall administration of Sacred Heart Cathedral School. He/she ensures that the school's curriculum and instructional programs build on a proud tradition of academic excellence and are integrated with the religious truths and Gospel values underlying Catholic education.

PREFERRED QUALIFICATIONS:

- Minimum of a Master's degree in Education, School Administration or a related field
- Seven to ten years of teaching experience
- Minimum of two years of administrative or supervisory experience
- Demonstrated leadership within a school setting

MAJOR RESPONSIBILITIES:

The specific duties of the role are assigned by the Principal and the decision-making authority related to such assignments is established in the collaborative relationship between the Principal and the Assistant Principal.

Administration:

- Assists in school administration according to Diocesan, SHCS policies and State standards.
- Assumes responsibility for the school in the absence of the Principal; represents the school at meetings and other events as needed or in the absence of the Principal.
- Selection, assignment, supervision, and evaluation of certified and classified employees
- Coordination, supervision and evaluation of student activities, progress monitoring, and federal school programs
- Shares responsibility for the safe operation of the physical plant and the general welfare of all
- Completes written compliance reports as needed for State, Diocesan or Federal agencies
- Promotes positive school-community relations through various forms of communication
- Chaperones school events and trips as needed
- Works on committees and special projects as assigned by Principal

Faculty Affairs:

- Participate in the hiring, supervising, and evaluating of school staff, teachers and substitutes
- Promote the professional development of an accomplished faculty and staff by identifying staff needs, appropriate continuing education opportunities, speakers, etc.
- Assist certified personnel with teacher licensing applications
- Assist in providing opportunities for spiritual growth for faculty, staff and students
- Foster collegial relationships with and among teachers and staff
- Serve as a liaison between faculty and Principal in daily routine school operations as needed

Student Affairs:

- Administer student discipline code fairly, consistently and based on a Christ-like approach to discipline
- Assist in planning and supervising student extra-curricular activities or programs
- Monitor student achievement and progress
- Participate in student support teams to identify concerns with individual student progress and to develop a prescriptive plan of action for improvement

Curriculum:

- Process, order and distribute standardized assessment and maintain assessment data
- Coordinate teacher and student schedules to promote maximum learning and minimize conflict
- Ensures vertical and horizontal alignment of the curriculum

SKILLS AND ABILITIES:

- Excellent interpersonal skills and ability to communicate clearly and concisely both in written and oral form and effectively communicate/present information to various stakeholders
- Ability to define problems, gather and analyze data, establish facts, and draw conclusions
- Demonstrated ability to coach and prudently manage conflict with students, parents, and faculty
- Maintain in-depth knowledge of professional literature, research, trends and technology

BASIC REQUIREMENTS AND PHYSICAL DEMANDS OF POSITION:

- Hold or be able to obtain a valid administrator's license by the State of Tennessee
- Prioritize and balance the multiple demands of an extended workday
- Must be able to sit or stand for long periods and move around the school quickly
- Must be able to reach with hands and arms and be able to stoop, kneel, crouch, or crawl
- Employee may occasionally lift/and or move up to 50 pounds
- Specific vision abilities required include close vision such as to read handwritten or typed material, and the ability to adjust focus, as well as, distance vision for supervisory purposes
- Able to pass relevant background checks and to remain compliant with the Safe Environment programming mandated by the Diocese of Knoxville