

## **ST. ELIZABETH SCHOOL**

**TITLE: Assistant Principal**

**DEPARTMENT: Administration**

**ACCOUNTABILITY: Principal**

**EMPLOYMENT STATUS: 12 month, Full Time**

**Interested candidates should submit a cover letter, resume and a reference letter to Joann Corradin at [jcorradin@viking.pvt.k12.de.us](mailto:jcorradin@viking.pvt.k12.de.us).**

**PURPOSE:** The Assistant Principal *of the Upper School* supervises the academic program of the upper school in accordance with the school's mission and philosophy. As a member of the Leadership Team, the Assistant Principal engages in and supports the planning of school events and programs.

### **QUALIFICATIONS:**

- Is a practicing Catholic who has a commitment to ongoing formation of the Catholic faith
- Has an understanding of and passion for Catholic school education
- Has a minimum of a Master's Degree in an area of study that supports the role/responsibilities of the position, or
- Has three years of experience in the secondary school administration
- Holds or is eligible for licensing/certification in the State of Delaware or Maryland
- Has a commitment to ongoing professional development within the areas of responsibility
- Possesses collaborative team building skills, excellent oral and written communication skills, strong organizational skills

### **Essential Functions:**

- Serves as a member of the school Leadership Team
- Develops, evaluates and revises academic policies, curriculum and initiatives
- Supervises the preparation, distribution and maintenance of student academic records
- Collaborates with the Principal with the ongoing observation, evaluation and professional development of faculty
- Acts as the system manager for the school's student information and learning management systems.
- Oversees the creation of the master schedule in collaboration with Principal

- Ensures all students meet the promotion and graduation policies for St. Elizabeth School and for the State of Delaware
- Chairs the Academic Council, schedules monthly meetings, and maintains minutes of the meetings
- Supervises, evaluates and supports the department chairs in collaboration with the Principal
- Coordinates and oversees course remediation, student support, online learning and dual enrollment programs
- Prepares and maintains the portion of the budget pertaining to the Academic Office
- Works with the Principal and Director of Admissions to establish policies and procedures for the admission of students