

Saints Peter & Paul Elementary School, a parish Catholic school located in Easton, Maryland, seeks a dynamic educator to join the School Leadership team. Serving a PreK3 - Eighth Grade student population of 400 students in the heart of the Eastern Shore, the school creates a nurturing learning environment that seeks to infuse Catholic identity into all aspects of its curriculum and provides diverse learning opportunities including technology integration across the disciplines.

As a member of the School Leadership team, the Assistant Principal assists the Principal with the day-to-day operations of the school. Overseeing instruction, to ensure it is consistent with the mission, philosophy, goals and objectives of the school, is paramount. In conjunction with the Principal, the Assistant Principal assures that programs of the school are planned, implemented and evaluated as directed by the Catholic Schools Office of the Diocese of Wilmington. The Assistant Principal reports directly to the Principal.

Duties and Responsibilities (include but are not limited to):

- Assist the principal in communicating mission, goals and expectations of the total school program
- Provide instructional leadership, in concert with the principal, for the implementation of the curriculum of the Diocese of Wilmington
- Assist the principal in leading the process of continuous school improvement
- Monitor and assess student achievement and participation outcomes with appropriate data collection and analysis
- Assist the principal in supervising and evaluating the effectiveness of all school programs and personnel
- Coordinate school discipline
- Oversee major school committees: Middle States, School Safety, Strategic Planning
- Collaborate with the Advancement Director on alumni relations, social media, etc.
- Supervise school counselor, learning specialists, and specials teachers
- Serve as liaison for Title funding and services as well as grants through MSDE and other agencies
- Oversee and collaborate with internal curriculum and level coordinators
- Assume responsibility for the school when the principal is not on campus

Qualifications:

- Live as a practicing Catholic and have a strong commitment to Catholic education
- Hold or be eligible for MD or DE certification/licensing
- M. Ed./M.S./M.A. in Elementary Education/Administration field
- A minimum of five years teaching experience: Grades 5-8/middle school level
- Three or more years of teaching experience in a Catholic School preferred
- Prior experience as an Assistant Principal/Principal preferred
- Ability to multitask in a school environment

Link to Application: <https://cdowschools.org/2021-2022/PeR/AdministratorApplication.pdf>

Send applications to: Diane Magill, dmagill@ssppeaston.org