



ASSISTANT PRINCIPAL

Padua Academy, an all-girls Catholic high school sponsored by St. Anthony of Padua Parish in Wilmington, DE, seeks an Assistant Principal who demonstrates a strong commitment to Catholic education and is an innovative instructional leader. The Assistant Principal position is a 12-month, full-time administrative position that reports directly to the Principal and collaborates with administration, faculty, and staff to fulfill the mission of Padua Academy.

Position Overview

The Assistant Principal is expected to be an academic leader with excellent communication, organizational, and technology skills, training and experience in high school curriculum, and demonstrated success in monitoring and improving academic programming and student performance. This position plays a critical role in advancing instructional excellence and student success.

Responsibilities

- Provide academic leadership and supervision of faculty, including classroom observations and support with student growth goals
- Lead and oversee the Advanced Placement (AP) program
- Utilize instructional and assessment platforms to monitor and improve student performance
- Coordinate professional development aligned with schoolwide goals and departmental needs
- Collaborate with the Principal and department chairs to set and advance the school's instructional vision, review curriculum, and establish academic goals
- Use performance data to drive decision-making and continuous school improvement

- Participate as a key member of the Leadership Team and Academic Council
- Foster existing and pursue innovative partnerships and programming to expand academic support and enrichment opportunities for students

Qualifications

- Practicing Catholic with a deep commitment to the mission and values of Catholic education
- Master's degree in educational leadership, curriculum and instruction, or a related field
- Prior teaching experience and school leadership experience at the high school level
- Training and experience in curriculum development, instructional design, and academic programming. Prior experience with AP programming is preferred
- Demonstrated ability to effectively collaborate with faculty, conduct classroom observations, address academic concerns, coordinate professional learning, and support academic growth
- Proficiency with educational technology, student information systems, and assessment platforms

How to Apply

Candidates for this position should submit a cover letter, resume, and contact information for three references to Dr. Mary McClory at mmccclory@paduaacademy.org

Applications accepted until position is filled.

About Padua Academy

Rooted in the Catholic faith, Padua Academy offers young women a transformational college preparatory education, challenging them to live Christ-centered lives of leadership and service.