

Saint Christopher Academy

POSITION DESCRIPTION

POSITION: Assistant Principal

FLSA: Exempt
STATUS: Full-time

INTRODUCTION:

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in Saint Christopher Academy helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the academy assist the Bishop of Manchester in serving the academy, an institution of the Catholic Church in New Hampshire.

The assistant principal is accountable to the principal of the academy.

RESPONSIBILITIES:

The assistant principal serves as a spiritual, educational, and managerial leader of the academy. The assistant principal is responsible for managing policies, regulations, and procedures approved by the Board of Directors to ensure that all students are supervised in a safe, traditional Catholic learning environment that meets the approved mission and curricula of the academy.

Fulfilling the Catholic mission of the academy and achieving academic excellence require that the assistant principal work collaboratively with the principal to direct and nurture all members of school staff and to communicate effectively with the Board of directors, the principal, local clergy, parents/guardians, and the Catholic Schools Office.

An inherent responsibility of this position is to fulfill the duties and responsibilities of the Principal in her absence and to assist the principal with running the academy. The assistant principal must know and apply the skill of organizational management, delegation of responsibilities and effective communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Teacher Development

- Nurtures the faith development of faculty and staff by providing opportunities for individual and group spiritual growth
- Primary responsibility for planning and implementing professional development for teachers
- Develop and implement new teacher training and mentoring program
- Coordinate and guide Alt Certification plans
- Conduct Monthly Wing Meetings (with particular focus on 4th and 5th grades)
- Perform teacher observations and assist principal in recruiting and supervising teachers
- Develop and implement professional and staff improvement plans
- Assist teachers in analyzing NWEA data to inform instruction

- Provide orientation, supervision and evaluation of substitute teachers
- Recognizes and fosters leadership opportunities among staff members
- Supports religion teachers who use USCCB approved texts and Diocesan religion curriculum

Curriculum

- Assists Principal in curriculum development, implementation and oversight to achieve academic excellence while integrating Catholic and Christian values
- Attend and assist with curricular meetings
- Assist Principal in overseeing and supporting all district and state level assessments
- Analyze and report student and school wide data to inform instruction
- Understands and demonstrates the use of current technologies
- Enhance and coordinate STREAM programs to better utilize the upper campus science lab for the benefit of both campuses
- Serve as Local Education Agency (LEA) at meetings required under IDEA and 504
- Assist principal in overseeing student placement

Student Life

- Promotes the academy's philosophy and mission, helping develop a Catholic culture
- Enhance school culture through instruction and continual review of basic tenets of safety, respect and responsibility
- Recognizes and provides for cultural and religious difference
- Relates to students and parents with mutual respect while carrying out a positive and effective discipline policy
- Assist Principal in enforcing RSA's pertaining to safe schools (NH RSA 193) and Diocesan and School Policies as it relates to discipline issues, including investigations of all incidences and communication/collaboration with parents and staff
- Develops academic enrichment through providing opportunities for extracurricular activities (for example clubs) that interest students
- Assists with 6th grade transition
- Develop and implement master schedule

Budget

- Collaborate with the Principal and Director of Business Operations in creating budgets that are fiscally responsible and support the goals of the academy

Community Relations

- Promotes Catholic values within the local and larger community
- Builds and fosters community relationships
- Attends community meetings upon Principal's request

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- M.A., M.Ed., and/or an advanced degree in School Administration/Leadership
- Appropriately qualified and/or certified or eligible for NH administrator's certification
- Experienced in supervision, curriculum, finances, planning, and technology
- Minimum of 3 years successful teaching/administrative experience

- Demonstrated strong verbal/written communication skills
- Demonstrated effective organizational and time management skills
- It is required that the incumbent be a practicing Catholic by:
 - Being in good standing with the Church
 - Actively participating in parish life
 - Be able articulate and lead community prayer

ENVIRONMENT:

1. Office environment - clean, well-lit, environmentally comfortable, no fumes or airborne particles
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
4. Frequent grasping and manipulation of equipment and controls
5. Ability to travel between two separate campuses
6. Ability to work a flexible schedule, which may include nights and weekends.
7. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary
8. Mobility includes regular sitting, some standing and walking