



**Job Title:** Assistant Principal, Academics

**Department:** Academics

**Reports to:** The Principal

**Effective Date:** September 28, 2023

***In the spirit of the Gospel, we are committed to educate the whole person; to lead and to serve, enlightening the mind, developing the body, touching the heart, and inspiring the soul.***

Through this mission and ministry, we remain committed to providing a dynamic college preparatory, Catholic educational experience in the Marianist tradition that remains accessible, inclusive, transformative, and intentionally distinctive.

St. Vincent-St. Mary High School (STVM) is a four-year, co-educational, college preparatory, Marianist-sponsored Catholic high school. With roots in the Akron community for more than 125 years, STVM provides a high-quality Catholic education, focused on faith formation, rigorous academics, and service learning. STVM holds the distinction of being the only STEM designated Catholic high school in the State of Ohio. Our school is governed by an Executive Board of Trustees, and working in cooperation with the administrative team, it operates within the Diocese of Cleveland. Our school meets all standards of the Ohio Catholic School Accrediting Association, North Central Association, and the State of Ohio.

St. Vincent St. Mary High School operates under a President-Principal model, with the Principal reporting to the President, and the Assistant Principal of Academics being a delegated authority, supervised, and evaluated by the Principal. The Assistant Principal of Academics is responsible, with the Principal, for the school's academic and instructional program and works with the Director of Athletics to ensure student athletes meet eligibility requirements.

***Our leadership team is actively seeking candidates with experience in leading academically rigorous curricula, utilizing instructional best practices for meeting diversity among learners, and engaging in the assessment of teaching and learning to monitor growth and inform decision making. Candidates who are knowledgeable with the challenges facing most Catholic schools today and comfortable meeting those challenges are desirable. The Assistant Principal must have demonstrated proficiency in building and maintaining internal and external community relationships that will ensure the continued success and sustainability of St. Vincent-St. Mary High School.***

## ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

### Academic and Instructional Program

\*With the Principal, ensure that academic policies and curriculum are followed and updated as required by the Diocese and accrediting associations.

\*Ensure compliance with federal, state, and local laws and regulations.

\*Help teachers and support staff maximize their teaching potential through regular supervision, evaluation, and informed feedback.

\*Organize and oversee professional development for faculty and staff; work with LPDC Chair to ensure proper certification and valid licensure of faculty and staff.

\*Serve as a member of the school's leadership team and actively contribute to the vision of innovation and academic excellence.

\*Work in partnership with the Principal, department chairs and the Academic Committee to ensure program alignment with STVM's mission and successful implementation and evaluation of the Strategic Plan's Objectives and Key Performance Indicators, the Accreditation Plan for Continuous Improvement and STEM certification.

\*Direct Student Support Services-this includes collaborating with the Department of Special Education (Jon Peterson and Autism Scholarships) and working with counselors to support student needs such as accommodation plans, tutoring and counseling services.

\*Coordinate with the counseling department the schedule for standardized testing for ACT, PSAT, AP, and IOWA assessments.

\*In collaboration with the Principal, assist in setting the academic calendar and building the course schedule and maintain information in Blackbaud.

\*With the STEM Coordinator, provide PD and ongoing education and training of faculty and staff in best practices, and innovative approaches to incorporating critical thinking and academically rigorous STEM activities across the curriculum.

\*Engage department chairs in developing and maintaining consistent policies with regard to grading and assessment best practices across all academic domains.

\*Support teachers with the use of instructional technology in the classroom to support instruction and enhance learning.

\*Collect and analyze student performance metrics, including, but not limited to grades and test data, to monitor and track student progress; provide appropriate academic support; and interpret results for program improvement.

\*Attend faculty and staff committee meetings, collaborating with peers to enhance the work environment and support instructional planning.

\*Manages the adoption and replacement of textbooks, instructional materials and educational software on a regular cycle ensuring that the faculty are provided with the necessary instructional resources within the limits of the academic budget.

### **Mission and Vision and Catholic Identity**

\*Confers with the Director of Campus Ministry to ensure all faculty and staff maintain VIRTUS training and certification according to Diocesan Policy.

\*Align all aspects of the school with the mission, vision, and beliefs as articulated in school documents and in keeping with our identity as a college preparatory Catholic School in the Marianist Tradition.

\*Participate in school Mass and prayer services, Freshman and New Family Mass, scheduled class Masses, annual Grandparents' Day Prayer Service, and all graduation and baccalaureate ceremonies.

\*Act as a witness to Gospel values by modeling the teachings of the Catholic Church and Marianist charisms through all actions and interactions.

### **Stakeholder and Community Engagement**

\*Maintain open and consistent lines of communication with students, parents, faculty and staff; monitor and respond to feedback from stakeholders.

\*Takes the lead on the weekly parent newsletter in collaboration with the Principal and Dean of Students and contributes to the weekly faculty news-notes.

\*In conjunction with the Principal and Dean of Students, develops faculty and student handbooks in accordance with Diocesan and Marianist guidelines.

\*In consultation with the Principal, key leaders and the Marketing/Enrollment Committee, regularly revise and update the school website so that information is timely, relevant, compelling, engaging, and easily accessible by students, parents, alumni and prospective families.

### **Student Support**

\*Encourage, guide, and assist all students and provide opportunities for student leadership through the House Program, Campus Ministry, Academics, Athletics, and the myriad of extra-curricular activities offered at STVM.

\*Create an atmosphere free of any bias in which students, faculty and staff can achieve their maximum potential- "Be Your Best, Be Irish!"

\*Approve and oversee all student co-curricular activities, including athletics; ensure student athletes meet eligibility requirements; ensure appropriate supervision is scheduled for all school events.

\*With the Principal, oversee programs of guidance and counseling, student services and supervision and enforce disciplinary measures, when necessary, as outlined in the student handbook.

\*Work collaboratively with the Dean of Discipline and school staff such as security, cafeteria, and maintenance to ensure a safe and positive environment.

## **MINIMUM QUALIFICATIONS**

Master's degree in Educational Leadership or Catholic School Administration or actively pursuing with a minimum of 18 hours in educational leadership, supervision and curriculum

Valid Principal License or State of Ohio Professional Administrator License

Valid State of Ohio Teaching License

Virtus Training and Certification- required upon employment

Minimum of five years of successful classroom teaching experience

Demonstrated leadership and team building skills

Expertise in the use of instructional technology; experience using Blackbaud or similar SMS a plus

High school experience preferred

Ability to work with and understand the needs of diverse learners and cultures

Background in special education, inclusion and support services a plus

Must be a practicing Catholic

Interested candidates can learn about our school community by visiting [www.STVM.com](http://www.STVM.com). Qualified applicants are invited to submit the following documents for consideration:

- A cover letter that aligns your experiences, values, and skillsets with the current needs of the school as you understand them.
- A statement of your Catholic educational philosophy.
- A current resume with all appropriate dates.
- A list of three professional references with names, phone numbers, and email addresses.

*No reference will be contacted without your prior knowledge and consent.*

Please submit all documents as separate PDF's to Tom Snyder, Director of Human Resources- [tnsyder@stvm.com](mailto:tnsyder@stvm.com) with the subject title: STVM Assistant Principal Applicant Materials and your last name. The job will remain posted and open until a hire is made.

\* This position will require working some evenings and weekends.

St. Vincent – St. Mary High School is an equal opportunity employer.