St. Joseph Catholic School, Maumee, OH
Position Description

Title: Assistant Principal
FLSA: Full-time, Exempt
Reports to: Principal
Effective Date: July 1, 2022

Objective:

The Assistant Principal role at St. Joseph Catholic School, Maumee is responsible for supporting the principal and pastor in helping our students become disciples of Christ, be excited about learning, and being the best version of themselves. The Assistant Principal must be able to work independently, make effective decisions, multi-task, communicate effectively with students, parents and school personnel, and be able to relate well to parents, teachers, students, peers and other staff.

Responsibilities include:

1) Present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2) Be the administrator in charge of the school in the absence of the principal.
3) Maintain a collaboration with the faculty and staff to design, review, and implement current best practices in curriculum and instruction.
4) Implement and review effective discipline procedures that follow in the teachings of Jesus Christ
5) Oversee the Ed-Choice and Ed-Choice Expansion Scholarship programs
6) Work with the Special Education Department to improve and grow the Jon Peterson Scholarship program.
7) Have an understanding of the Ohio Catholic School’s Accreditation Association guidelines to keep the school compliant in their current accreditation cycle.
8) Help implement and improve all federal and state sponsored programs including Title 1, IDEA-B, free and reduced lunch program, and auxiliary services.
9) Work with the Director of Engagement and Marketing to promote the school and recruit new families.
10) Work with the parish Director of Youth Faith Formation to implement religious curriculum, and help design retreat programs, Confirmation formation, and First Communion formation.
11) Attend meetings which pertain to the effective running of the school
12) Form a family centered atmosphere by establishing an effective communication stream with current and potential families
13) Help design and oversee a Home School Connection program which offers school services to homeschool families
14) Help with grant writing
15) Help research the best form of professional development with the faculty and staff
16) Work with the Parents Association on different after school activities
17) Help design and implement a gifted and talented program
18) Collaborate with preschool teachers to make sure all state mandates are in compliance.
19) Assist with hiring and evaluation of faculty and staff.
20) Attend student events and activities and parish events and activities.
21) Other duties as assigned.

Knowledge, Skills, and Abilities Required

- Hold a 5-Year Professional Teaching License, have a minimum of 5 years teaching experience along with some administrative experience.
- Practicing Catholic registered in a parish faith community with a solid praxis of and commitment to Gospel values, Catholic moral and social teachings, Church doctrine, and Church structure.
- Motivated self-starter with a strong desire to share his/her Catholic faith. Pursues this ministry with energy, drive and a need to produce results, especially in the face of resistance or setbacks. Must be flexible, self-confident, assertive and persuasive.
- Must have the ability to develop and maintain positive relationships with students, parents, and employees at all levels.
- Must be flexible, innovative and able to work independently.
- Demonstrates the ability to research and articulate the basics of the Catholic faith educational pedagogy.
- Advanced computer skills in Microsoft Suite products, including but not limited to: Microsoft Publisher, Excel, Word and Outlook. Equipped in other technology and software to help with parish communications, social media, and video technology.
- Excellent research, interpretive, writing, editing, proofreading, presentation and interpersonal skills, with a strong attention to detail.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to empower and delegate responsibilities to volunteers.
- Ability to maintain confidentiality and navigate conversations about sensitive issues.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.
MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position will require some evening and weekend hours.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the St. Joseph Parish and its employees.