



Position: Assistant Principal-Minister

Reports To: Principal-Minister

Effective Date: July 1, 2021

FLSA: Full Time/Exempt

General Summary: The Assistant Principal-Minister is a minister of the faith that works in accordance with the core values of the parish through their leadership in the school, the parish's key educational, formational, and catechetical ministry. As a key member of the school's leadership team, the Assistant Principal-Minister brings energy and enthusiasm to implementing the school's mission and vision. This position welds collaborating frequently on team tasks while taking initiative on personal projects. Through cooperation with the leadership team, membership on the core parish staff, leadership and support with teachers and staff, guidance to students, partnership with parents, the Assistant Principal-Minister furthers the school's vision of "...forming Saints, Servants, and Scholars" in myriad ways.

- I. Essential Duties and Responsibilities for this position
- II. Specific Knowledge, Skills, and Abilities Required
- III. General Requirements for Employees Holding Academic Positions in the School
- IV. Working Hours

I. Essential Duties and Responsibilities

- A. Formational Ministry of the School
 1. Oversees the *What Makes a Warrior?* character formation program
 2. Oversees the *Makings of a Warrior* Scholarship program
 - a) Names recipients with leadership team
 - b) Engages in ongoing formation of recipients with leadership opportunities and catechesis
 3. Oversees the *Warriors Work Together* mentorship program
- B. Instructional Supervision of Teachers
 1. Assists Principal-Minister in observing and coaching teachers
 2. Contributes as asked to teacher evaluations carried out by Principal-Minister
 3. Witnesses formal coaching conversations, improvement plan meetings, and disciplinary meetings as necessary
- C. Oversight of Aides and Substitute Teachers (subs)
 1. Cooperates with School Manager for determining aide and sub needs
 2. Supervises, coaches, and evaluates aides
 3. Determines effectiveness of external subs in meeting school's needs

4. Facilitates sub onboarding and comprehension of school procedures and expectations
- D. Partnership with Parents
1. Participates in interviews with incoming families
 2. Assists Admissions as needed with inquiries and tours and application evaluations
 3. Communicates proactively with parents for positive partnership and as needed for conflict resolution
 4. Oversees parent involvement program
- E. Marketing and Advancement
1. Oversees Marketing tasks and timelines
 - a) Names marketing deadlines to appropriate team member
 - b) Organizes Open House
 - c) Oversees advertising and publications for marketing
 2. Performs active role in website maintenance
 3. Initiates and furthers conversations for advancement/development
- F. Other Duties Not Limited to but Including...
1. Participation in parish staff meetings
 2. Progress monitoring of RTI
 3. Cooperation and/or leadership in other catechetical aspects of the ministry

II. **Knowledge, Skills, and Abilities Required for this Position**

- A Master's degree or higher (completed or in progress) in educational administration is strongly preferred (although two or more years of practical experience in the same could substitute). Candidates without a Bachelor's degree, the ability to demonstrate the necessary skills and experience for initial success, and the willingness to pursue professional development will not be considered.
- Knowledge of both administrative methods and teaching methods, familiarity with implementation in a faith-based environment
- Must be able to assume responsibility in the temporary absence of the Principal-Minister, forming judgments in line with the leadership vision of the school. Likewise, must be able to rapidly initiate and carry out prudent decisions in urgent situations where no higher authority is immediately present or available.
- Excellent competence with computer software and social media.
- Performs other related duties as assigned by Principal-Minister or Pastor.
- The ability to respect, promote, accommodate, and not to be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic Faith.
 - In light of job responsibilities, knowledge of and familiarity with Catholic teaching (doctrinal and moral), the Catholic philosophy of education, and elements of Catholic culture (tradition, liturgy, prayer, hierarchy) are preferred skills.
- Exercises considerable independence and judgement with a high level of confidentiality, working with sensitive and privileged information.

- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Demonstrated ability to create and lead effective initiatives
- Must successfully pass the required background checks and all requirements of the Diocesan Program for Children and Vulnerable Adults Protection prior to employment and maintain a satisfactory background check throughout employment.

III. General Requirements for Academic Positions in St. Joan of Arc School

Language Skills

Ability to read, analyze, and interpret professional media (text and other) in both education and specific content area(s). Has the ability to communicate effectively in written correspondence, utilizing the norms of the English language and adapting content and style for audience. Has the ability to effectively present information and respond to questions from with large and small groups or in one-on-one meetings with administrators, colleagues, student and/or parent constituents, and the general public.

Reasoning Ability

Has the ability to define problems and collect data, establish facts, and draw valid conclusions. Has the ability to interpret an extensive variety of situations and move forward to resolve the situation.

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 office environment should typically be moderate. Classroom noise levels can range above moderate at times with infrequent higher levels. The employee must be able to function in this environment while remaining calm and focused.

Position will sometimes require evening and weekend hours.

IV. Working Hours

as aligned to academic calendar

- **August through early June**
 - 7:30 AM to 4:00 PM with lunch taken at a flexible time, Monday-Friday
 - periodic evening requirements, infrequent weekend requirements
- **mid June through July**
 - decreased office hours, 9 AM to 1 PM with increased flexibility
 - minimal evening or weekend requirements

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 position 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 position.

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 Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/Pastor Signature

Date