



DIOCESE OF COLORADO SPRINGS

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www.diocs.org

Announcement of Position Vacancy

Date Posted: April 4, 2018

Position Available

Job Title: Elementary Catholic School Assistant Principal – St. Peter Catholic School

Date Available: July 1, 2018

Description:

An Elementary Catholic School in the Diocese of Colorado Springs seeks an exceptional assistant principal to direct over 200 enthusiastic Preschool-8th grade students, faculty, and staff. Position to be effective July 1, 2018.

Requirements:

Candidate must:

- Be a practicing member in full communion with the Roman Catholic Church and dedicated to a quality Catholic school education;
- Be dedicated to the faith development and formation of staff, faculty, students and parents;
- Possess a Bachelor's degree in Education, School Administration or in a related field and have the ability/willingness to complete a Masters in Educational Leadership within three years;
- Have a knowledge of and ability to apply school administrative and management skills;
- Have at least three years of teaching or administrative experience, preferably with at least three years in Catholic schools.
- Able or willing to attain CDE certification.

Skill Requirements:

- Be a role model of faith for the school community
- Advanced knowledge of current or emerging educational best practices;
- Excellent organizational, leadership and supervisory skills;
- Work in cooperation with the principal and local pastor;
- Ability to lead faculty and staff in creating a strong Catholic school culture;
- Excellent oral and written communication skills and ability to work effectively with a wide range of constituencies;
- Ability and experience with: technology, strategic planning, enrollment, retention and financial management;
- Willingness for ongoing training and development;
- Willingness to assist with: discipline, extracurricular activities, teacher supervision, and marketing.

Salary is negotiable with consideration given to degrees and experience. No resumes will be considered without an application completed in its entirety. Application and job description available at: www.ucsdcs.org.