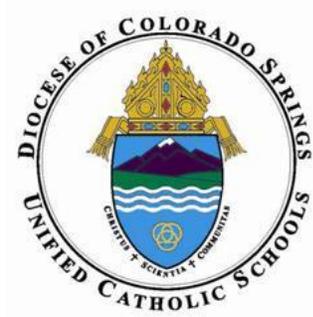


Assistant Principal Job Description



The following description is for a Part Time Assistant Principal with part time teaching responsibilities.

General Responsibilities

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.

Accountability

Catholic education is rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. The assistant principal must be a Catholic in good standing and demonstrate professionalism in conduct, demeanor and work habits while serving as a role model of faith for the faculty, staff, students and parents.

The assistant principal is selected by and is directly accountable to the principal. The assistant principal is expected to abide by the established policies and procedures of St. Peter Catholic School and the Diocese of Colorado Springs. The annual performance review of the assistant principal will be conducted by the principal.

Essential Tasks

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assist the principal in developing and maintaining an effective formational and educational program consistent with the policies of the Diocese of Colorado Springs and the State of Colorado, and Federal guidelines
- Assist the principal in the overall administration of the school; enforce school and diocesan policies and regulations.
- Assist the principal in building the Catholic Culture of the school.
- Assist the principal in the documentation of instructional planning.
- Support the principal in the collaborative development, implementation and ongoing refinement of the school's Continuous Improvement Plan and Accreditation.
- Assist the principal in planning and implementing a spiritual formation and professional development growth program for teachers and staff.
- Help with scheduling, assessments and conferencing and communication with school community.
- Assist with maintaining a safe environment
- Assist with discipline
- Assist with the supervision of school/ extracurricular activities
- Assist with the marketing, development, recruiting and retention efforts of the school.
- Assist with the supervision and evaluation of teachers.
- Serve as principal in the absence of the regular principal
- Perform related work as required including:
 - ✓ Planning and oversight of Middle School House program
 - ✓ Part-time middle school Religion Teacher
 - ✓ Plan three retreats: Beginning of Year, Lent and 8th grade retreat

Minimal Qualifications

A Catholic in good standing

Bachelor's degree and ability/willingness to complete a Masters in Educational Leadership within three years.

State certification/license for principal

Successful teaching experience, preferably in a Catholic school, or successful administrative experience