

Assistant Principal Job Description

Position Type: Full Time/Exempt/Salary

Reports to: Principal

Hours: 8 hours (Hours may increase depending on job demands)
7:30a.m. to 3:30p.m. (Start and end times may vary by location)

The elementary school Assistant Principal assists the principal in managing the school's policies, regulations and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of the school.

The Assistant Principal shall:

Catholic Identity

- Model Catholic values in all interactions with faculty/staff, students, school families and the greater community.
- Actively foster and support Catholic beliefs, traditions and practices.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Third Revision – 2018)
- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc. (as required).
- Attend Catholic liturgical ceremonies (as required).
- Promote a faith-based school community that is rooted in Catholic traditions and practices.

Organization and Institutional Leadership

- Manage the school's general operations in the principal's absence.
- Assist the principal in implementing instructional, assessment, supervisory and disciplinary standards and monitoring progress towards school goals.
- Direct or coordinate school and government programs such as NWEA MAP Growth, Cognia Accreditation, High School Admissions, Title 2, Title 3, and the Maryland Textbook/Aging School Grants.
- Plan and coordinate orientations for new parents and students.
- Assist the principal in the planning of faculty/ staff meetings.
- Assist the principal in planning in-service programs for teachers and staff.
- Assist in planning the school calendar and class schedule.
- Effectively delegate responsibilities and foster shared leadership.
- Assist in the maintenance of a safe and secure environment for students, faculty and staff.

Supervision and Instructional Leadership

- Foster an atmosphere of rigorous academic standards and achievement for all students and faculty.
- Routinely observe and provide written and/or verbal feedback to faculty and staff in accordance with the guidelines set by the principal using classroom observation, students contact, parent input and general observation.
- Assist with teacher evaluation process.
- Share responsibility for the supervision of students during assemblies and special events.
- Attend and provide supervision for out-of-school functions where administrative support is expected (as required).
- Provide supervision in non-classroom areas such as hallways, restrooms, playground, etc.

Student Services and Discipline

- Set high standards for student behavior that are based on Catholic values.
- Set clear and fair guidelines for student conduct and apply them in a consistent and judicious manner.
- Keep complete and accurate student disciplinary records.
- Effectively manage student conflict.
- Effectively manage student/teacher conflict
- Effectively manage parent/teacher conflict
- Conduct student and/or parent conferences related to discipline matters and keep accurate and complete notes.
- Demonstrate effective interpersonal relationships with students, faculty/staff and parents.

Staff Development

- Assist in planning a professional development program relevant to the faculty's needs and improves student learning.
- Assist in the orientation and mentoring of new faculty and staff.
- Attend meetings and participate in professional development programs offered by the Catholic Schools Office.
- Meet and maintain state and Archdiocese of Washington certification requirements.

Communication

- Communicate regularly with the principal on school related issues.
- Represent faculty and staff concerns to the principal.
- Display strong verbal and written communications skills
- Use strong interpersonal skills to work with diverse groups of people and opinions.

While a conscientious effort has been made to include all the duties and expectations of the Archdiocese of Washington Elementary School Assistant Principal, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the principal.

Elementary Teacher Job Description

Position Title: Archdiocese of Washington Elementary School Teacher

Location: Classroom

Position Type: Full Time/Exempt/Salary

Reports to: Principal

Hours: 8 hours minimum (hours may increase depending on job demands)
7:30 a.m. to 3:30 p.m. (start and end times may vary by location)

The Catholic elementary school teacher is responsible to deliver instruction that is based on the approved curricula and mission of the school, and to create a safe, orderly and Catholic learning environment for his/her students.

The teacher shall:

Planning

- Create lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Utilize Standardize Test scores and other forms of assessment to adjust lesson plans and inform instruction.
- Plan lessons that are learner based.
- Plan lessons that address the various needs of all students.

Instruction

- Deliver a balanced program of instruction that incorporates direct instruction, guide instruction, individual/ group practice, questioning, demonstration and discovery.
- Plan individual and group instruction that includes lectures, discussion and hands-on activities.
- Administer assessments (both formal and informal) to determine if instructional objectives are being met.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.
- Assigns class and homework that support the lesson's objective and re-enforces the learning process.

Classroom Management

- Establish classroom procedures that optimize instructional time.
- Create and enforce rules that are clear and foster an atmosphere in which all can thrive.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions between students and teacher.

Communication

- Maintain a grade book that reflects students' progress on a variety of formative and summative assessments.
- Monitor students' grades and communicate status to parents and administration.
- Inform students and parents of assignments/projects and provide detailed written instructions, rubrics and due dates.

- Routinely post up to date information (homework, projects and grades) to the school's grade book portal.
- Use email, notes home and phone calls to inform parents if a student is not making adequate academic or behavior progress.
- Hold conferences with parents if students need academic or behavior intervention
- Produce quarterly progress reports and report cards.

Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices, and tenets of the Catholic faith.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Fifth Revision – 2022).
- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc.
- Lead and encourage prayer in the classroom.
- Plan and teach religion classes (if applicable) that align with the ADW Religion Standards.
- Attend Catholic liturgical ceremonies (as required).

Non-Instructional Duties

- Perform duties such as carpool, recess, lunch and classroom teacher substitution (as required).
- Sponsor clubs and other school activities (as required).
- Attend Home and School meetings and other after hour's school events (as required).
- Participate in all required faculty and professional development meetings.
- Must obtain Maryland, Virginia, or District of Columbia certification within three years of the date of hire. (Policies for Catholic Schools – Third Edition – 2018)
- Must obtain required religious certification (as required)

While a conscientious effort has been made to include all duties and expectations of the Archdiocese of Washington elementary school teacher, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the principal.

Teacher's Assistant/Paraprofessional Description

Location: Classroom

Position Type: Full Time/Non-Exempt/Hourly

Reports to: Classroom Teacher and Principal

Hours: 40hrs. Weekly (overtime paid after 40hrs.)
7:30 a.m. to 3:30 p.m. (start and end times may vary by location)

The Catholic Elementary School Teacher Assistant assists the classroom teacher in delivering instruction that is based on the approved curricula and mission of the school and to create a safe, orderly and Catholic learning environment for his/her students.

The teacher assistant shall:

Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Third Revision – 2018)
- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc.(as required by classroom teacher or principal).
- Lead and encourage prayer in the classroom (as required by classroom teacher).
- Attend Catholic liturgical ceremonies (as required).

Planning

- Discuss assigned duties with classroom teacher to coordinate instruction.
- Assist classroom teacher in creating lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Prepare, under the direction of the classroom teacher, instructional lessons for individual students and small groups.
- Plan and prepare various teaching aids to enhance instruction.
- Prepare lesson materials for use by classroom teacher and students.
- Display students' work and prepare bulletin boards.
- Type, laminate, file and duplicate materials.
- Grade and record student work and tests.

Instruction

- Present subject matter under the direction and guidance of the classroom teacher.
- Work with small groups to reinforce what has been previously taught and give remedial help as needed and to reinforce skills.
- Assist students during independent practice times to assure understanding and completeness.
- Administer make-up work and assessments.
- Assist classroom teacher during classroom instruction.
- Help plan and deliver individual and group instruction that includes lectures, discussion and hands-on activities.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.

Classroom Management

- Support and enforce classroom procedures established by classroom teacher which optimize instructional time.

- Support and enforce the rules and procedures established by the classroom teacher.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions.

Communication

- Use formal and informal assessments to inform classroom teachers of the progress being made by small groups and remedial students.
- Attending parent conferences as required by classroom teacher or principal.
- Routinely communicate with the classroom teacher to fully understand what the teacher's expectations are for those students receiving small group and remedial instruction.
- Produce weekly reports for the classroom teacher on what has been accomplished during small group and remedial instruction.

Non-Instructional Duties

- Perform duties such as carpool, recess, lunch and classroom teacher substitution (as required).
- Sponsor clubs and other school activities (as required).
- Attend Home and School meetings and other after hour's school events (as required).
- Participate in all required faculty and professional development meetings (as required).

While a conscientious effort has been made to include all duties and expectation of the Archdiocese of Washington elementary school teacher assistant, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the classroom teacher or principal.

Director of Communications/Marketing Description

Principal Responsibilities:

- Ensure brand and messaging quality and consistency and establish guidelines to apply across all departments, activities and events at the school and among professional and volunteer leadership
- Plan for, create and deploy digital activities: website, online campaigns, email marketing, social media and digital content production
- Manage all aspects of the school's print and electronic communications, ensuring the continuity of the school's brand and logo. Oversee the work of graphic designers and print vendors in production of printed materials and web visuals
- Collaborate with administrative departments in articulating their purpose and ongoing work. Specifically, this includes the President, Institutional Advancement, Admissions, and Academic Divisions
- Review, revise and update as necessary the school's crisis communication plan
- Provide editorial and proofreading assistance for the Holy Cross community as needed
- Publicize events, programs, points of view and achievement to the media
- Cultivate and maintain media contacts
- Field and direct media-related inquiries
- Attend Academy and other community events to meet members of the community and develop a presence
- Stay current with school/organizations communication vehicles/strategies
- Photograph or manage photographers at relevant events
- Engage actively in professional development in order to remain current in best practices related to independent school communications, emerging social media, and effective marketing and advertising strategies
- Manage and plan department budget including all advertising expenses
- Perform other related duties as needed

Job Requirements

- Must have a minimum of 3 years of experience in Communications or Marketing, preferably in a non-profit or educational environment
- Must have broad-based knowledge of design and production in a variety of media (print, web, etc.)
- Must have demonstrated experience working with, cultivating and maintaining media contacts
- Must be proficient in MS Office, Adobe Photoshop, Adobe Acrobat, Adobe InDesign
- Must be competent in both Macintosh and PC environments
- Must be able to operate digital and 35 mm cameras
- Must have exceptional organizational and time management skills
- Must have demonstrated ability to tailor writing to organization's mission
- Must be able to comfortably interact with individuals ranging from students to members of the executive government
- Must be able to meet constant deadlines in a fast-paced environment
- Must be a self-starter who can work both independently and collaboratively
- Must have flexibility in assuming additional responsibilities
- Must be able to think creatively
- At least 3 year(s) of relevant experience preferred.
- Bachelor's degree preferred.
- Citizenship, residency or work visa required

There ARE NO application questions required FOR this job posting.

The Archdiocese of Washington is an equal opportunity employer.

Early Childhood Teacher Description

Responsibilities include, but are not limited to:

Planning

- Create lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Plan lessons that are learner based.
- Plan lessons that address the various needs of all students.

Instruction

- Deliver a balanced program of instruction that incorporates direct instruction, guide instruction, individual/ group practice, questioning, demonstration and discovery.
- Plan individual and group instruction that includes lectures, discussion and hands-on activities.
- Administer assessments (both formal and informal) to determine if instructional objectives are being met.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.

Classroom Management

- Establish classroom procedures that optimize instructional time.
- Create and enforce rules that are clear and foster an atmosphere in which all can thrive.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions between students and teacher.

Communication

- Use email, notes home and phone calls to inform parents if a student is not making adequate academic or behavior progress.
- Hold conferences with parents if students need academic or behavior intervention
- Produce quarterly progress reports and report cards.

Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Third Revision – 2018)
- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc.
- Lead and encourage prayer in the classroom.
- Plan and teach religion classes (if applicable) that align with the ADW Religion Standards.
- Attend Catholic liturgical ceremonies (as required).

Non-Instructional Duties

- Perform duties such as carpool, recess, lunch and classroom teacher substitution (as required).
- Sponsor clubs and other school activities (as required).
- Attend Home and School meetings and other after hour's school events (as required).
- Participate in all required faculty and professional development meetings.
- Must obtain Maryland, Virginia, or District of Columbia certification within three years of the date of hire. (Policies for Catholic Schools – Third Edition – 2018)
- Must obtain required religious certification. (as required)

While a conscientious effort has been made to include all duties and expectations of the Archdiocese of Washington elementary school teacher, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the Principal.

Intermediate Teacher Description

Responsibilities include, but are not limited to:

Planning

- Create lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Utilize Standardize Test scores and other forms of assessment to adjust lesson plans and inform instruction.
- Plan lessons that are learner based.
- Plan lessons that address the various needs of all students.

Instruction

- Deliver a balanced program of instruction that incorporates direct instruction, guide instruction, individual/ group practice, questioning, demonstration and discovery.
- Plan individual and group instruction that includes lectures, discussion and hands-on activities.
- Administer assessments (both formal and informal) to determine if instructional objectives are being met.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.
- Assigns class and homework that support the lesson's objective and re-enforces the learning process.

Classroom Management

- Establish classroom procedures that optimize instructional time.
- Create and enforce rules that are clear and foster an atmosphere in which all can thrive.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions between students and teacher.

Communication

- Maintain a grade book that reflects students' progress on a variety of formative and summative assessments.
- Monitor students' grades and communicate status to parents and administration.
- Inform students and parents of assignments/projects and provide detailed written instructions, rubrics and due dates.
- Routinely post up to date information (homework, projects and grades) to the school's grade book portal.
- Use email, notes home and phone calls to inform parents if a student is not making adequate academic or behavior progress.
- Hold conferences with parents if students need academic or behavior intervention
- Produce quarterly progress reports and report cards.

Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Third Revision – 2018)

- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc.
- Lead and encourage prayer in the classroom.
- Plan and teach religion classes (if applicable) that align with the ADW Religion Standards.
- Attend Catholic liturgical ceremonies (as required).

Non-Instructional Duties

- Perform duties such as carpool, recess, lunch and classroom teacher substitution (as required).
- Sponsor clubs and other school activities (as required).
- Attend Home and School meetings and other after hour's school events (as required).
- Participate in all required faculty and professional development meetings.
- Must obtain Maryland, Virginia, or District of Columbia certification within three years of the date of hire. (Policies for Catholic Schools – Third Edition – 2018)
- Must obtain required religious certification. (as required)

While a conscientious effort has been made to include all duties and expectations of the Archdiocese of Washington elementary school teacher, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the principal.

Middle School Teacher Description

Responsibilities include, but are not limited to:

Planning

- Create lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Utilize Standardize Test scores and other forms of assessment to adjust lesson plans and inform instruction.
- Plan lessons that are learner based.
- Plan lessons that address the various needs of all students.

Instruction

- Deliver a balanced program of instruction that incorporates direct instruction, guide instruction, individual/ group practice, questioning, demonstration and discovery.
- Plan individual and group instruction that includes lectures, discussion and hands-on activities.
- Administer assessments (both formal and informal) to determine if instructional objectives are being met.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.
- Assigns class and homework that support the lesson's objective and re-enforces the learning process.

Classroom Management

- Establish classroom procedures that optimize instructional time.
- Create and enforce rules that are clear and foster an atmosphere in which all can thrive.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions between students and teacher.

Communication

- Maintain a grade book that reflects students' progress on a variety of formative and summative assessments.
- Monitor students' grades and communicate status to parents and administration.
- Inform students and parents of assignments/projects and provide detailed written instructions, rubrics and due dates.
- Routinely post up to date information (homework, projects and grades) to the school's grade book portal.
- Use email, notes home and phone calls to inform parents if a student is not making adequate academic or behavior progress.
- Hold conferences with parents if students need academic or behavior intervention
- Produce quarterly progress reports and report cards.

Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices, and tenets of the Catholic faith.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Fifth Revision – 2022).
- Assist in the planning of liturgical ceremonies such as mass, penance services, prayer services, etc.
- Lead and encourage prayer in the classroom.
- Plan and teach religion classes (if applicable) that align with the ADW Religion Standards.

- Attend Catholic liturgical ceremonies (as required).

Non-Instructional Duties

- Perform duties such as carpool, recess, lunch and classroom teacher substitution (as required).
- Sponsor clubs and other school activities (as required).
- Attend Home and School meetings and other after hour's school events (as required).
- Participate in all required faculty and professional development meetings.
- Must obtain Maryland, Virginia, or District of Columbia certification within three years of the date of hire. (Policies for Catholic Schools – Third Edition – 2018)
- Must obtain required religious certification. (as required)

While a conscientious effort has been made to include all duties and expectations of the Archdiocese of Washington middle school math teacher, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the principal.

- At least 3 year(s) of relevant experience preferred.
- Bachelor's degree preferred.
- Citizenship, residency or work visa required

The Archdiocese of Washington is an equal opportunity employer.

Special Education/Resource Teacher Description

Principal Responsibilities:

- Steward the heritage and educational philosophy of the school while maintaining an effective positive learning climate that supports the teachings of the Catholic Church
- Maintain and develop a school-wide philosophy of inclusion for serving students
- Maintain the classroom environment, including organizing materials and creating educational bulletin boards
- Plan and deliver instruction to individual students, and small groups of students, in an academic, social, communication, and independent living skills
- Manage an online grade book by organizing assignments and entering grades in a timely fashion
- Plan and supervise activities for students and peers during Academic Resource Time
- Modify and scaffold materials and assignments from general education classes, and assist students in completing work that is done outside the general education classroom
- Communicate with and advise general education teachers providing strategies and problem and solving for including students with disabilities in their classroom
- Provide direct support to students in their general education classes
- Proctor tests
- Provide facilitation, supervision, and problem-solving to students as they participate in all aspects of the school community, including performing arts, extracurricular activities, campus ministry, and school traditions
- Provide support to students with disabilities during school events such as emergency drills, Mass, and assemblies
- Assist in the organizing and chaperoning of field trips, including overnight field trips such as school retreats
- Communicate with parents in writing, by telephone and, and in person
- Attend the following school events (required): Back-to-School Night, Scheduled Individual parent/teacher conferences, Open House, Baccalaureate Mass and Graduation, Faculty/Staff Retreats, Staff development days
- Perform other related duties as required

Job Requirements:

- Bachelor's degree
- Coursework in special education, or applicable experience
- One year of relevant experience preferred
- Ability to establish and maintain effective relationships with faculty, parents and staff
- Ability to set clear boundaries with students while maintaining a positive relationship that fosters their development and independence
- Excellent organizational skills
- Excellent written and oral communication skills
- Proficiency in Google Workspace, and the ability to learn and use new technologies, particularly assistive technologies
- Experience using iPad as an assistive technology for instruction
- Ability to handle confidential information discreetly and professionally
- Uses discretion and exercises sound judgment

Substitute Teacher Description

Substitute Job Responsibilities include:

- Contributes to the acquisition of knowledge, development, and progress of students.
- Displays knowledge in multiple subject areas and shows a desire to become proficient in all areas of the curriculum.
- Maintains a positive attitude towards student learning, teaching methods, and personal/professional growth as a group.
- Shows a strong belief in their own abilities and takes responsibility for their students' outcomes while advocating for them.
- Efficiently operates within existing educational systems and has faith in their students' potential to succeed.
- Facilitates problem-solving activities.
- Serves as a role model for students.
- Invests in the well-being, health, and safety of learners.
- Demonstrates the ability to quickly learn and communicate various subjects, while following school procedures and protocols.

Additional Requirements:

- Understanding of appropriate teaching methods for students in the corresponding grade level
- Willingness and ability to work with students of the specified age group who come from diverse backgrounds and have varying abilities, in order to help them achieve their educational objectives
- Capability to organize tasks and manage time effectively in order to meet numerous and diverse deadlines; ability to handle both small and large groups of students in a classroom setting; and skill in effectively communicating with students, even on sensitive topics
- Familiarity with assistive technologies, internet and email systems, as well as word processing, presentation, and spreadsheet software
- Knowledge of technology and their use in instruction to enhance student learning
- Proficiency in using various office and video equipment

Technology/Social Media Coordinator

- Manage Devices + 1:1 Device Program
- Setup + Manage all Staff and Student Gmail Accounts
- Administrator for software programs
- Online Textbooks + Online Accounts Manager
- School Website Admin
- Technology Instruction
- Make Programs + Spreadsheets + Documents
- Social Media Posts
- Other duties as assigned

Knowledge and Experience

Teaching experience preferred. Must have a solid understanding of ADW Educational Technology Standards for educators, students, and administrators. Candidates must have strong interpersonal skills and the ability to work with adult learners.

Office Staff Description

Responsibilities include, but are not limited to:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

The above is not all inclusive and the position's duties may be expanded or modified at the discretion of the principal.

- High School/Trade School degree preferred
- Citizenship, residency or work visa required

The Archdiocese of Washington is an equal opportunity employer.