Job Description

Position: Archdiocese of Washington Elementary School Assistant Principal

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 approve 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 a mass, penance services, prayer services, etc. (as required).
* Attend Catholic liturgical ceremonies (as required).
* Promote a faith based school community that is routed in Catholic traditions and practices.

Organization and Institutional Leadership

* Manage the general operations of the school in the absence of the Principal.
* 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 Scantron Assessment, AdvancEd 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 of 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 the planning of a professional development program that is relevant to the needs of the faculty 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.