

ASSISTANT PRINCIPAL ST. AUGUSTINE SCHOOL



Job Description (Posted 3.16.21)

St. Augustine School provides a high-quality Catholic education to children in Nursery through Grade 8. In an environment that fosters spiritual, intellectual, social, and personal growth, St. Augustine School embraces the traditions and challenges of educating children to be faithful, confident, and competent.

St. Augustine School is currently accepting applications for a faith-filled, joyful, and dynamic Assistant Principal for the 2021-2022 school year. We hope to welcome someone into our administration who has a profound commitment to the evangelical and educational mission of St. Augustine School, which seeks to form the next generation of saints and scholars here in Andover, Massachusetts.

The Assistant Principal will support the Principal in overseeing the daily operations of the school and contribute to areas of school leadership including but not limited to Catholic identity, academic and curriculum development, teacher observations, instructional coaching, special education, enrollment strategy, student discipline, parent relations, and strategic and financial planning. The Assistant Principal will work closely with the Principal in meeting the needs of the entire school community, while fostering a uniquely welcoming school culture committed to sharing the truth, goodness, and beauty of the Catholic faith.

The ideal candidate should possess a commitment to:

The Evangelizing Role of Catholic Schools: He or she should practice the Catholic faith in one's personal life and support evangelization efforts throughout the school and parish communities.

Academic Excellence: He or she should promote academic excellence, rigor, and inclusion in all grade levels. Experience in special education is a plus.

Instructional Leadership: He or she should prioritize dynamic instructional coaching and support ongoing professional development among faculty.

Strategic and Innovative Thinking: He or she should contribute to the long-term strategic planning of the school and offer innovative solutions to challenges facing the school community in areas such as marketing and enrollment.

Collaboration and Relationship-Building: He or she should cultivate opportunities for collaboration among the faculty and build personal and professional relationships with all school stakeholders.

Frequent and Effective Communication: He or she should maintain transparency with faculty, staff, and parents and provide timely responses and resolutions to inquiries.

Please submit a cover letter, resume, and list of references to Mark Daley, Principal, at mdaley@staugustineandover.org.