

**Assistant Principal of the  
(SCS) *Middle School*  
Job Description**

Saint Catherine of Siena School (SCS) is seeking a full time Assistant Principal to join our leadership team and direct our SCS Middle School of 100 6th, 7th & 8th Grade learners for the 2022-2023 school year. We are looking for a Catholic, innovative, energetic and collaborative Assistant Principal to help lead our Middle School as we work to implement a rigorous academic curriculum and help our students to live our school motto to *See Christ in Others. Be Christ for Others*. Our ideal candidate is a highly effective communicator and problem solver who is also an enthusiastic Catholic leader with these essential qualities:

- Knowledgeable, faithful, practicing Catholic, with strong Catholic school experience and/or knowledge and passionate commitment to the essential mission of Catholic education
- Proven leadership ability especially in leading a robust curriculum and a faculty that can instruct and inspire with excellence
- Exceptional communication skills, to actively engage school stakeholders, build and cultivate relationships, inspire confidence and enthusiasm, and galvanize support for overall vision and goals

Other Duties include, but are not limited to:

- Working collaboratively to create a strong Catholic community of *Middle School* learners
- Oversee consistent implementation of the academic program and curriculum development in accordance with SCS school wide SMART GOALS
- Consistently observe SCS Middle School educators while offering timely feedback using T-EVAL

- Coach teachers in innovative instructional practices
- Working with teachers, students, and families to support a peaceful, respectful, Catholic Middle School community
- Engage parents as partners in their child's education
- Work collaboratively with the SCS leadership team to promote and maintain Middle School enrollment
- Work collaboratively with the School Principal, Pastor and leadership team to implement Strategic Plan 2022

**Qualifications:**

- Master's Degree in Special Education or Education
- Minimum 5-7 years of teaching experience, including special education
- Related leadership experience preferred

**TO APPLY:** Please submit the following three documents, confidentially, and as separate PDF attachments.

- Cover letter (no greater than two pages), answering the following question: ○ Why do you find yourself being called to Catholic school leadership?
  - Current Resume (include all work- and service-related experiences, dates, and education related to the position)
  - List of three references with names, phone numbers, and email addresses. References are to include a pastoral, personal, and professional associate. No references will be contacted without your knowledge and approval.

Please submit all documents to Ms Beth Tanner [btanner@scsnorwood.org](mailto:btanner@scsnorwood.org)