

# Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-principal/>

## Assistant Principal

### Description

This Assistant Principal position will work with the principal to ensure full coverage of described duties, responsibilities, and tasks. The assistant principals ensure the proper management of activities and oversees the curriculum, scheduling, and running of extra-curricular activities and programs. The assistant principals will oversee disciplinary measures and day-to-day activities. The assistant principal will work jointly to take on many of the school's tasks and needs to relieve the principal's workload and is often more involved in the school's daily maintenance.

### Requirements

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Enforcing attendance regulations.
2. Meeting with parents to discuss behavioral or learning problems of students.
3. Responding to discipline problems.
4. Coordinating the use of school facilities for daily activities and special events.
5. Collaborating with teachers in the development of curricular standards.
6. Developing and maintaining school safety procedures.
7. Evaluating teachers and instructional materials to determine areas for improvement.
8. Coordinating and planning class schedules.
9. Evaluating data such as state standards and test scores.
10. Coordinating student transportation.
11. Hiring and training staff.
12. Ordering and approving equipment and supplies.
13. Maintaining attendance, performance, scheduling, and other reporting systems.
14. Overseeing the maintenance of school facilities.
15. Walking the halls and checking on teachers and classrooms.
16. Responding to emails from teachers, parents, and community members.
17. Analyzing data to identify problems that need improvement.
18. Communicating regularly with parents and guardians about student progress, behavioral problems, and other concerns.
19. Monitoring the school's budget and expenditures to ensure that funds are used effectively.
20. Working with students on an individual basis to help them improve their grades or behavior.
21. Coordinating the activities of support staff, such as custodians and cafeteria workers.
22. Liaising between parents, teachers, administration, and other school staff.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### EDUCATION and/or EXPERIENCE

Practicing Catholic with a Masters or doctoral degree in Educational Leadership (or in progress)

### Hiring organization

St. Pius X Classical Academy

### Job Location

Nashville, TN

### Date posted

March 22, 2024

To apply, please send your cover letter and resume to [schoolcareers@dioceseofnashville.com](mailto:schoolcareers@dioceseofnashville.com)

## **OTHER SKILLS**

1. Demonstrated knowledge of computer operations, particularly internet, e-mail, Word, and Excel.
2. Prefer candidate with familiarity with student information system platform integration – preferably the FACTS system.
3. Ability to maintain confidentiality.
4. Ability to multi-task, prioritize, and organize.
5. Capable of performing accurate, detailed work.
6. Good interpersonal skills.
7. Knowledge and understanding of the Catholic Church.
8. Flexibility of scheduling for occasional evening meetings.
9. Regular work attendance.
10. Willingness to submit to criminal background screening.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move items weighing up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.