

Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-principal-2/>

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

Requirements

EDUCATION and/or EXPERIENCE

Practicing Catholic

Master or doctoral degree in Educational Leadership (or in progress)

OTHER SKILLS

Hiring organization

Holy Rosary Academy

Job Location

Nashville, TN

Date posted

April 25, 2024

Valid through

08.06.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2404908/Roman-Catholic-Diocese-of-Nashville/Assistant-Principal>

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