

Diocese of Nashville

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

Second Assistant Principal

Description

This position of Assistant Principal will work in conjunction with the principal and current assistant 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 be in charge of disciplinary measures and day-to-day activities. The assistant principals will work jointly to take on many of the tasks and needs of the school to relieve the workload of the principal and is often more involved in the day-to-day maintenance of the school.

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

Hiring organization

St. Michael Academy

Job Location

Nashville, TN

Date posted

March 26, 2024

To apply, visit:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2316884>

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

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.