

Diocese of Nashville

<https://dioceseofnashville.com/job/vice-principal-students/>

Vice Principal of Student Affairs

Description

Reports to: Principal

Overbrook Catholic School seeks a faithful, collaborative, and mission-driven Vice Principal of Student Affairs to join our administrative leadership team. The Vice Principal of Student Affairs partners closely with the principal to advance the school's Catholic identity, academic excellence, and vibrant student life in accordance with the Dominican charism of truth and charity.

Position Overview

The Vice Principal of Student Affairs plays a key role in fostering a joyful, disciplined, and rigorous Catholic liberal arts environment known as the Dominican Difference. This role supports students, faculty, and families by overseeing student life, safety, discipline, faculty support, athletics, and school operations while promoting virtue, self-discipline, and community.

Key Responsibilities

The Vice Principal of Student Affairs is present to support the work of the principal and to oversee the following areas:

- Collaborate with administration and faculty to uphold and promote the Catholic mission and Dominican tradition across all aspects of school life
- Assist the principal in school leadership, policy implementation, and daily operations
- Oversee student life, supervision, safety, and discipline
- Collaborate with families to foster a respectful and faith-filled school culture
- Coordinate athletics, after-school, and extended care programs
- Assist principal and staff in preparing the school calendar, Parent/Student Handbook, and Faculty/Staff Handbook
- Act on behalf of the principal when needed

Qualifications

- Practicing Catholic in good standing with the Church
- Demonstrated commitment to Catholic education and student formation
- Strong leadership, communication, and organizational skills
- At least 5 years of experience in K-8 Catholic education, administration, or school leadership preferred
- Master's degree in Administration or Educational Leadership preferred
- Valid Tennessee licensure or ability to obtain
- Completion of background checks and Safe Environment requirements

Why Overbrook?

Overbrook Catholic School offers a faith-filled, nurturing, and academically rigorous environment rooted in the Dominican tradition. We seek leaders who are joyful witnesses to the faith and passionate about forming students in truth, virtue, and excellence.

Hiring organization

Overbrook Catholic School

Job Location

Nashville, TN

Date posted

February 3, 2026

Valid through

03.04.2026

Please submit a cover letter noting your interest in teaching in a Catholic school, along with a resume to Maria Doherty at dohertym@dominican-campus.org

How to Apply

Interested candidates should submit a cover letter noting their interest in working in a Catholic school, along with a resume, to Maria Doherty at dohertym@dominican-campus.org