

Diocese of Nashville

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

Vice Principal

Description

Overbrook Catholic School | Nashville, TN

Reports to: Principal

Overbrook Catholic School seeks a faithful, collaborative, and mission-driven Vice Principal to join our administrative leadership team. The Vice Principal 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.

The Vice Principal 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 across both academics and student life — including curriculum, faculty support, professional development, school improvement, student supervision, safety, discipline, and athletics — while promoting virtue, self-discipline, and community.

Key Responsibilities

The Vice Principal 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.
- Support and supervise faculty, staff, and substitute teachers, and assist with accreditation, professional development, curriculum support, and school improvement.
- 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 the 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?

Hiring organization

Overbrook Catholic School

Job Location

Nashville, TN

Date posted

June 18, 2026

Valid through

18.09.2026

Interested candidates should submit a resume and cover letter to Maria Doherty at dohertym@dominicancampus.org for consideration.

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.

To Apply

Interested candidates should submit a resume and cover letter to Maria Doherty at dohertym@dominicancampus.org for consideration.