



Position Description: Assistant Principal

Mission Statement: Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. Driven by our mission to educate young women to become confident, competent, ethical, global leaders, the Oakland Catholic community is committed to an environment that promotes excellence in education, a wide range of activities and athletics, spiritual formation, and service to others.

Assistant Principal Position Overview: The Assistant Principal fulfills the mission of Oakland Catholic High School by working with the principal in the management of the daily operations of the school. This includes management of school facilities, collaboration with and oversight of faculty, staff, and students, a focused concentration on student life, discipline, extracurricular programs, lunch and transportation procedures, handbook and other policy enforcement. Other duties include building upkeep and maintenance, assistance with faculty in areas of in-service, professional development, faculty observations, and long-term academic planning such as Middle States and Strategic Plan implementation. Working with the School Counseling Office and the Director of Academic Technology, the Assistant Principal also coordinates the master scheduling process. In situations where the Principal cannot be present, it is expected that the Assistant Principal serve in her place. This position reports to and is evaluated by the Principal. A background in education, experience working within a school setting, professionalism, strong communication skills, flexibility, leadership, a personable demeanor, and a high level of organization are all requisites for the job. The Assistant Principal will meet weekly with both the Principal and the President as a part of a collaborative leadership team.

Status: Full-time, exempt. Year-round; salaried.

Reports to: Principal

Minimum Qualifications:

- Bachelor's degree in a field that is related to the responsibilities of the job, preferably with a degree in education and/or school psychology, and at the least, in pursuit of a Master's degree. Administrative certification in the Commonwealth of Pennsylvania strongly preferred.
- Educational background or experience either in a school setting or other educational capacity; some sort of teaching certification and/or experience at the high school level is preferred, but not required.
- Demonstrated knowledge of curriculum, instructional strategies in the classroom, effective ways to engage with and monitor adolescents, and best practices grounded in research on discipline and behavioral modification approaches.
- Demonstrated ability to work independently in a creative and innovative fashion.
- Knowledge of current trends and issues in secondary education, Catholic education, and relevant subject disciplines.
- Ability to establish and maintain positive and effective working relationships with colleagues, students, and parents.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw conclusions; and effectively present information to school leadership. This includes an ability to adapt the approach, language, and style of a variety of communications and messages to different audiences.
- A facility with technology, multiple computer applications, and SIS (Student Information System) and CMS (Content Management System) programs. A willingness to be trained and ability to adapt quickly to new systems and applications is necessary.
- Current clearances to work within a Catholic school in the Diocese of Pittsburgh.
- A commitment to Catholic education and a clear understanding of the expectations and mission of Oakland Catholic High School as the only all-girls college-preparatory high school in the greater Pittsburgh region.

Responsibilities:

Faith and Mission

- Provides leadership, vision, and direction in the role of an educational leader who engages daily with students, faculty, and staff.

- Serves as a personal model of the Catholic faith in both actions and words.
- Supports and upholds the philosophy of Catholic education and the specific mission of Oakland Catholic High School.
- Understands, promotes, and integrates the mission of Oakland Catholic High School in attitude, interactions with students and staff, and policy formation.

Administration

- Supports and assists with the responsibilities of the Principal, assisting in the general administration of the school's daily operations.
- Demonstrates professionalism in conduct, demeanor, attire, and work habits.
- Oversees general maintenance and daily cleaning of the campus and school facilities.
- Serves as the contact person with the I.U. (Intermediate Unit) and the Diocese regarding Title 2 funds for professional development, Act 48 hours, and other professional development arrangements.
- Keeps track of all faculty absences and substitution requests.
- Works with the Attendance Secretary to keep track of student absences and tardiness.
- Oversees the creation and maintenance of the school calendar, including updates, changes, and integration of various calendars with the website calendar.
- Contributes regularly to the weekly e-newsletter and manages daily/weekly student announcements.
- Oversees updates to the school website directly related to the School Office.
- Manages all facilities/common area requests and calendars.

Curriculum

- Assists in planning for staff development, curriculum, educational textbooks and materials, and student testing.
- Coordinates and collaborates with School Counseling Office and the Director of Academic Technology on the master class schedule, including any training staff to assist with the course scheduling process.
- Assists in the creation/updating of the Course Catalogue and offerings.
- Processes grades, discipline reports, report cards, and other reports on the SIS (Student Information System). Oversees and supervises student academic and social progress, working with school counselors, faculty, Campus Ministry, SAP (Student Assistance Program), I.U. (Intermediate Unit) consultants, and other support resources in place for students of Oakland Catholic High School.
- Assists the principal with faculty observations and provides constructive feedback to faculty on performance, classroom management, and techniques.
- Attends monthly meetings of Academic Council and conducts said meetings if the Principal is unable to do so.
- Along with the Principal, monitors the online teacher gradebook for consistent entry of grades weekly.

Student Affairs

- Coordinates the student life program, including extracurricular activities, scheduling of events, managing use of common space on campus, policies and procedures for field trips, overnights, and transportation to events, and enhancing all of the above through collaboration with Club/Class Moderators, in consultation with the Principal and President.
- Maintains and enhances a clearly articulated student discipline program, elevating major issues to the attention of the Principal. Keeps track of all student offenses and consequences on the SIS.
- With input from the Principal and President, develops and presents new policies as needed.
- Oversees the annual updating and publication of the Student/Parent Handbook and Acceptable Use Policy.
- Supervises the lunch periods daily, interacting with students and connecting with them as appropriate so that a positive atmosphere of responsibility and accountability is established.
- Works closely with the Athletic Director and the Athletic Department with regard to the sports program, managing the clearances for all coaches, scheduling of the facilities, and expectations for the coaches.

Working Conditions

- Some evening and weekend duties, as well as some potential travel for professional development, required.
- Laptop, office space, and other equipment is provided.
- Collaborative work environment within a mission-driven environment. Professional growth and the development of leadership skills are both encouraged and expected.
- Paid vacation and summer hours, in addition to all regularly scheduled school holidays.
- Salary commensurate with qualifications and experience.