St. Robert Bellarmine Assistant Principal Job Description

**Job Summary**

The Assistant Principal, in collaboration with the Principal, provides leadership and vision in ongoing planning, implementation, development, direction, review and evaluation of the school’s curriculum and instructional programs.

The Assistant Principal, under the supervision of the Principal, serves the school in a professional manner and acts in accordance with Catholic doctrinal and moral teachings. He/she ensures that the school is integral to the mission of evangelization of the parish/archdiocese.

**Leadership & Management Responsibilities**

- Ensure high-quality lessons aligned to state standards and Archdiocesan academic standards are implemented in every grade level
- Facilitate diagnostic, end of year and ongoing benchmark testing, including compiling results, managing database, and identifying trends in student achievement
- Provide direct management and supervision of teachers in regards to academic practices and professional responsibilities including grading and assessments
- Assist in the performance evaluations and professional development of staff
- Coordinate the school’s Title I and Title II programs and communication
- Support aspects of school instructional and curriculum integration of technology
- Serve on school board and/or school committees as needed
- Participate in evening meetings and events as delegated/requested by the principal

**Other Responsibilities**

- Supervise students daily and at school events
- Supervise the building entrance and exit to ensure safety of all students and staff
- Manage student discipline and behavior initiatives
- Establish and maintain positive relations and consistent communication with parents and staff
- Perform other duties as assigned by the principal

**Qualifications:**

- PEL with a General Administrative or Principal Endorsement
- M.A. or M.S. in Education
- Three years of successful teaching experience
- Knowledge and understanding of the organizational components of a diverse pre-k through grade 8 school.
- Demonstrated capabilities in leadership, collaboration, and communication
- Knowledge and understanding of curriculum development and program evaluation
- Proven ability to earn and maintain the trust of teachers, administrators, and parents
• Ability to model exemplary instructional strategies and cultural school practices
• A commitment to Catholic education and involvement in the Catholic community
• Understanding of child development and intellectual growth and research related to learning
• Ability to analyze student data for the purpose of advancing student achievement
• Experience with creating and delivering professional development to faculty
• Effectiveness in supporting teachers in their classroom management efforts and student behavior modifications
• Proven ability to earn and maintain the trust of teachers, administrators, and parents