



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

**POSITION POSTING:** K-12 Assistant Principal

**LOCATION:** St. Patrick Catholic School, 122 N. West St. Portland, MI 48875

The successful candidate must be able to work collaboratively with all staff to carry out the mission of St. Patrick Catholic School. He or she must be a practicing Catholic who is able to integrate the doctrines of the Roman Catholic Church into the daily duties. He or she must be of a character that models the values of Catholic Schools.

**Eligible candidates must meet the following qualifications:**

- Bachelor's Degree in education with valid certification.
- Master's Degree in educational leadership preferred or willingness to pursue.
- Obtain Master Catechist Certification.

**The desired candidate would possess the following attributes:**

- Knowledge of interventions to support student learning needs.
- Experience in working with special needs students.
- Working knowledge of curriculum, instruction, and assessment.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

**The desired candidate would perform the following duties and responsibilities:**

**Student Support**

- Plans, implements, monitors and evaluates preventative disciplinary measures and student support through changes in programming, counseling, schedule changes, behavioral plans, etc.
- Ensures the overall discipline of students in conjunction with the faculty.
- Handles student disciplinary matters as referred by the faculty in a firm, fair and consistent manner and helps students identify alternative behaviors.
- Serves as the first contact in matters of student discipline, including documentation and maintenance of discipline records.
- Organizes, coordinates, monitors and evaluates student support and academic intervention programs for students with staff and parents.
- Responsible for communications with students, faculty and parents.
- Recommends, administers, and enforces building policies and procedures.
- Reports directly to the administration of the school.
- Shall abide by the established policies and procedures of the Diocese of Grand Rapids and is accountable for upholding the educational policies and procedures of St. Patrick School.
- Shall provide an educational environment that promotes the mission of Catholic education and respects the dignity of the individual.
- Serves as a member of the administrative team.

- Supports the administration in establishing and maintaining positive relationships with parents and the community.

### **Administration**

- Assists with performing a variety of duties in managing the school day-to-day operations.
- Assumes the duties of administration in their absence.
- Performs additional duties as assigned.

### **Position Details:**

- Title: K-12 Assistant Principal
- Reports to: Elementary & High School Principals
- Calendar: Per School Calendar

### **Application Process:**

Applicants for the position should email the following documents in one attachment to:

[cortneysmith@portlandstpats.org](mailto:cortneysmith@portlandstpats.org)

- Letter of interest addressed to: Mrs. Cortney Smith
- A current resume with reference contact information
- Valid teaching certificate & administrator certificate if applicable

**Application deadline is Friday, May 17, 2024.**