

**St. Mary's Academy  
Employment Posting for Administration**

**Job Position: Lower School Assistant Principal**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

St. Mary's Academy is seeking an Assistant Principal in the Lower School to enhance and support the growth and academic achievement for all students. The position inspires the Loretto School Values, motivates excellence in instruction, models joy, and ensures the lower school programs meet their full potential. The ideal candidate is a collaborative, front-facing personality who enthusiastically engages constituencies, and brings strong knowledge in early childhood education programs. This is a full-time, 12-month, exempt position reports to the Lower School Principal.

**Major Duties and Responsibilities:**

- Oversees Teacher Assistants' lifecycle to include hiring, onboarding, managing, evaluating, and developing essential staff;
- Positively helps to manage the day-to-day early childhood program for Preschool and Pre kindergarten;
- Participates in creating the lower school master schedule and serves as a key resource in the scheduling process;
- Administers discipline in alignment with the Positive Behavior Program standards;
- Coordinates all aspects of the lower school Loretto Leaders Program;
- Serves as a liaison to SMA's Before and After school programs;
- Ability to implement strategies for change and improvement that result in higher student achievement;

- Other tasks as assigned; and,
- Adhere to and support the mission of St. Mary's Academy.

All administrators are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with faculty. These tasks and assignments change as needs of the community are determined.

**Qualifications/Requirements:**

Education and qualifications should include the following:

- Master's degree in education administration, curriculum leadership or related field preferred
- 3+ years of teaching experience – in school administration, school leadership, teaching, or related field
- Knowledge and experience in early childhood education programs
- Current knowledge of best instructional practices
- Special talent to connect, build relationships, and communicate effectively with parents, staff, and students
- Ability to effectively motivate and supervise people
- Capable thought partner to the lower school principal
- A sense of resonance with the St. Mary's Academy mission

**Salary/Benefits:**

The salary range for this full-time, 12-month, exempt position is \$75,000 - \$90,000. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at [lbrookhart@smanet.org](mailto:lbrookhart@smanet.org). The posting closes on February 20, 2024.