



EASTSIDE CATHOLIC

INTERIM HIGH SCHOOL ASSISTANT PRINCIPAL (JULY 1, 2024 – JUNE 30, 2025)

Reports to: High School Principal
FLSA Status: Exempt, Salaried
Salary Range: 85,000 -105,000

Department: School Administration
FTE: 1.0

WHO WE ARE

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through twelve learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum.

We offer extensive professional development opportunities, competitive salaries and a supportive community in an extraordinary work environment. Our comprehensive benefits package includes paid medical, dental, vision, long-term disability and life insurance, a 401k match, free parking and lunch on most school days.

JOB SUMMARY

The Interim High School Assistant Principal (grades 9 - 12) for the 2024-25 school year is a full-time, year-round leadership position critical to the school's success, with an end date of June 30, 2025. As a key administrative team member, this role assists with overseeing the high school curriculum and providing support for students, families, and high school faculty. Reporting directly to the High School Principal, the Interim High School Assistant Principal collaborates closely with the Principal to ensure excellence in all facets of the high school experience, fostering an environment of academic and personal growth for all students.

SPECIFIC RESPONSIBILITIES

- Assist the High School Principal and administrative staff manage the daily operations of the high school and the school as a whole
- Collaborate with teachers to develop and document the scope and sequence of the school's curriculum
- Support the professional growth of high school teachers by identifying and providing relevant development opportunities
- Assist in designing and leading staff meetings and conducting teacher evaluations
- Oversee and support the Deans of Students in all high school disciplinary matters
- Participate in supporting students across various areas of their development, coordinating learning and social-emotional support, and effectively communicating progress to families
- Assist in the recruitment and hiring process for high school personnel
- Work collaboratively with the Admissions Team to review high school applicants, selecting the best possible cohort of students while ensuring a mission-appropriate balance

This description is intended to outline the general content and requirements for the performance of this role. It is not to be construed as an exhaustive list of all duties, responsibilities or requirements.

- Ensure that educational programming meets the certification guidelines of relevant accreditation agencies
- Act as a member of the Incident Response Team and assist with school emergencies as outlined in the EC Crisis Response Manual
- Fill in as needed to cover gaps in teaching, testing and oversight roles
- Perform other duties as assigned and as needs arise
- Attend night and weekend events as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional communication and interpersonal skills; a relationship-focused leader who can easily connect with and inspire students, faculty, staff, parents and prospective families with sincerity
- Demonstrates integrity, compassion and empathy, fostering trust and confidence among all stakeholders
- Strong personal work ethic, self-motivated, results-oriented, strategic thinker and mission-centered leader
- Skilled in leading students and adults through emergency drills and in a crisis
- Extensive management, organizational and problem-solving skills
- Experience in observing, supervising and evaluating faculty
- Availability to work evenings/weekends based on position responsibilities
- A commitment to practices that promote equity, inclusion and belonging

EDUCATION AND EXPERIENCE

- Master's degree required or in process; principal certificate preferred
- Experience as a school administrator preferred
- Expertise in creating and implementing progressive, developmentally appropriate curricula
- Experience teaching students with diverse learning styles and needs
- Strong organizational, administrative and managerial skills
- Experience working in a diverse community or working collaboratively to engage youth in community-building, social and environmental justice, and activism is a plus

Please send a cover letter, resume and references directly to employment@eastsidecatholic.org.

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