



## OFFICE OF CATHOLIC EDUCATION

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

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### **Assistant Principal for Student Services**

#### **Bishop Shanahan High School**

**220 Woodbine Road**

**Downingtown, PA 19335**

The Archdiocese of Philadelphia, Office of Catholic Education, seeks a dynamic, innovative, results-driven leader for the Assistant Principal for Student Services position at Bishop Shanahan High School. This position awaits the energetic, visionary leader who demonstrates a strong commitment to Catholic education, exceptional leadership skills and positive experience leading a high performing school.

As a Catholic school, we are committed to providing a strong foundation that fosters faith, fellowship, and family. We strive for academic success for our students by maintaining high expectations, a safe environment, and cultivating partnerships between students, parents, staff, and the community.

This position is tasked with carrying out initiatives aimed at maintaining enrollment. The Assistant Principal reports to the principal and aids in the efforts to advance the overall mission of the school.

#### ***Duties and Responsibilities:***

- Collaborate with the Principal in integrating the Catholic faith and culture into the school's entire program.
- Provide personal and visible leadership to all members of the learning community and seek continuous school improvement in a student-centric environment.
- Work collaboratively with all members of the administration.
- Collaborate with faculty, parents, and students to provide a school climate conducive to learning.
- Support faculty in building positive relationships and community in classrooms, especially as it relates to issues of discipline, classroom management, and belonging.
- Supervise and coordinate with the counseling staff in supporting student development of self-regulation and positive, effective coping skills.
- Prepare the budget for the Student Services Office in collaboration with the President and Principal.
- Be highly present and visible throughout the day.
- Manage both the school discipline and attendance programs.
- Supervise the administrative assistant for the APSS, the Director of Student Discipline and Safety and the Behavioral Specialists team.
- Supervise the Nursing Center
- Work to identify students struggling socially, academically, or behaviorally.
- Follow all mandated reporting procedures as designated by the Office of Child and Youth Protection and ensure all policies are followed by colleagues at the school who are handling any student issues.
- Demonstrate instructional leadership by understanding academic standards, unit planning and by participating in the evaluation of teachers.
- Assist with summer programs, including monitoring online summer school progress, as well as coordinating the freshmen enrichment camp and freshmen orientation.
- Supervise the overall retention efforts of the school using data-driven intervention plans.

- Coordinate with the offices of Academic Affairs, Guidance, Student Affairs and Student Services to monitor at-risk students and assist in the scholastic success of all students.
- Work one-on-one and in groups with students to support study skills, organization, and academic success.
- Create action plans to ensure the school curriculum addresses the academic and developmental needs of students.
- Collaborate with parents to improve both student success and student-teacher relationships.
- Teach at least one class.
- Assume other duties and responsibilities as assigned by the Principal or President.

***Qualifications and Experience:***

- Master's degree from an accredited college or university with a concentration in educational administration.
- PA Certification or equivalent 9-12; any subject.
- Administrative, supervisory, or leadership experience are desired where applicable.
- Applicants to be practicing Catholics as verified by the pastor of the parish in which they are members.
- Strong oral and written communication skills.
- Ability to work productively and positively with staff, parents, and community.
- Strong motivational and organizational skills.
- Ability to promote an environment which fosters high expectations for students, staff, and self.
- **REQUIRED: Applicants to be practicing Catholics as verified by the pastor of the parish in which they are registered.**

The position of **Assistant Principal for Student Services** is a 10-month position.

Candidates interested in the position of **Assistant Principal for Student Services** should send their cover letter, resume, salary requirements and transcripts to Ms. Christine Jenkinson, Office of Catholic Education, Archdiocese of Philadelphia at [cjenkinson@archphila.org](mailto:cjenkinson@archphila.org).

Please note **APSS-SH-2024** in the subject line.

**The deadline for application is July 12, 2024.**

Interviews will be granted to the most qualified applicants.

PA required clearances, Safe Environment Clearances and official transcripts will be required before employment can begin.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns

and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.