



Position: Associate Principal of Academics

Position Description: Archbishop Hoban High School seeks a dynamic leader and creative visionary in academic leadership, instructional development and curriculum design. The associate principal of academics works closely with the principal and academic department chairs to provide direction in the ongoing development, implementation and assessment of the curriculum. This position assists teachers with curriculum mapping and creating lesson plans that employ innovative, instructional strategies and media to ensure maximum student achievement. This position oversees faculty training, teacher development [including formal and informal observations] and professional development. This is a full-time 11-month salaried position that reports directly to the principal and serves as a key member of the academic leadership team.

We are a private Catholic School located in the heart of east Akron and rooted in the Holy Cross tradition. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of students. We celebrate diversity, value each person and welcoming one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

Position Responsibilities:

- Strategically assesses and enhances current academic programs and curriculum with the principal and department chairs.
- Recommends necessary resources, facilities and technologies to advance academic programming.
- Collaborates with the principal team on the design and implementation of professional development for faculty based on individual, department and school goals.
- Leads the accreditation process and its execution.
- Conducts assessments and analysis and recommends further training.
- Facilitates the classroom observation process to assess student learning and develop strong teachers.
- Prepares regular reports on academic programming and student achievement as tied to instruction and assessment and analyzes student test and performance data.
- Maintains the academic handbook and course catalog.
- Shares responsibilities in designing the master schedule.
- Collaborates with the vice president of mission and integration and the mission integration team to ensure the daily infusion of Holy Cross values into the curriculum.
- Assists with interviewing, hiring and orientation of new faculty.
- Supports the planning and implementation of the new Holy Cross educator formation summer training and serves as ongoing support for new faculty members.
- Utilizes connections within the community to assist faculty in designing internships, guest speakers and day/extended field trip experiences that enhance classroom instruction.
- Assists with supervision of school events.
- Performs other duties as assigned by the principal.

Position Qualifications:

- Masters in curriculum and instruction and/or related field preferred.
- Strong teaching background with at least five years of high school classroom experience.
- Knowledge of best practices and educational trends in curriculum, instruction and assessment.
- Experience analyzing and utilizing data to inform decisions regarding curriculum, instruction and assessment.
- Commitment to excellence in a Catholic college preparatory education.
- Knowledge of the Holy Cross tradition and educational philosophy is preferred.
- Highly organized with attention to detail; superior writing and editing skills.
- Positive, energetic disposition with excellent interpersonal communication skills.
- Commitment to confidentiality and good judgment regarding sensitive matters.
- Valid Ohio teaching and/or administrative certificate or license.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation and have attended or willing to attend a Virtus training session.

Benefits: In support of our employees and their families beyond the classroom we offer a comprehensive benefits package that includes medical, dental, vision, life insurance, an employee assistance program, generous sick time, personal and professional paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts and year-long spiritual engagement opportunities.

We invite qualified candidates to complete our online application at www.hoban.org and to include a cover letter and resume. Posting will remain open until February 26, 2025.