

## **Mission**

Villa welcomes girls into a remarkable community, inspiring them to learn, grow, and serve others, and empowering them to succeed. With the caring support of our administration and staff, our dynamic and dedicated faculty nurture each student's individual interests and talents and guide her in the pursuit of her unique goals. Beyond the classroom, students find ample opportunities to explore and develop their artistic, athletic, spiritual, and other gifts, and create enduring friendships and lasting memories as members of our loving school family.

At Villa, we all live by the words of our Foundress, The Venerable Mother Maria Kaupas... *"Always more, Always better, Always with love."*

**Position Title:** Assistant Principal

## **Position Summary**

The Assistant Principal is a highly visible, engaged and collaborative leader who embraces the school's mission to promote student-centered, holistic programming. The Assistant Principal will have the vision, knowledge, and interpersonal skills to work with both faculty and students to help create a culture that embraces innovation, purpose, and a growth mindset. The ideal candidate will also demonstrate expertise and passion regarding all-girls' education.

Candidates must be team players with integrity, sound judgment, and problem-solving skills. The successful candidate will understand the role of social emotional learning in building culture and creating conditions for change. Personal characteristics necessary for the position include positivity and enthusiasm for all aspects of school life; warmth and a good sense of humor, patience and persistence; and excellent communication skills. The Assistant Principal plays a major role in the life of the school and is expected to be deeply involved in the day-to-day work of faculty, students, and staff.

## **Key Responsibilities**

- Ensure alignment among the school's mission, values, strategic vision and all academic programming;
- Facilitate curricular and programmatic coherence, consistency, and alignment across grade levels and departments;
- Ensures the classroom environment is conducive to learning and appropriate for the physical, social, and emotional development of students;
- Oversee the day-to-day operations of the academic program;
- Collaborate with the Principal in designing and implementing the orientation and mentorship program for new faculty, ongoing professional development, and classroom observations;
- Enhance faculty culture through clear communication, transparency, and supportive intervention;
- Build the master schedule and ensure students are appropriately placed;

- Collaborate with the leadership team to analyze school, state, and national assessment data to facilitate the process of implementing data-based instructional decisions and ongoing intervention strategies;
- Work closely with the administrative team to promote best practices and to coordinate special programming;
- Implements and oversees programs that reinforce student accountability, character development, and community engagement;
- Oversee and develop best instructional design practices to leverage and enhance technology competencies for quality teaching and learning;
- Maintain and support academic technology tools including: Canvas (LMS), Blackbaud (SIS), Microsoft365, etc.;
- Keep up with best practices. Review professional literature and pedagogy-based research, network with professionals outside the school, and participate in activities to stay informed about trends in instructional design across academia;
- Maintain confidentiality at all times in communications with students, parents and colleagues;
- Supervises the Student Engagement Coordinator and the Director of Athletics;
- Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### **Qualifications**

- Master's degree preferred with at least 5 years administrative experience;
- Preference for experience or prior work in Catholic independent schools;
- Personal characteristics necessary for the position include energy and enthusiasm for all aspects of school.

### **Compensation/Requirements:**

A competitive compensation package is provided based on experience and education. Must have the following clearances completed:

- Pennsylvania Request for Criminal Record Check (Act 34)
- Pennsylvania Child Abuse Clearance History (Act 151)
- Pennsylvania Fingerprinting Services

Interested candidates should send a resume, cover letter, and statement of educational philosophy along with three professional references to Valerie Prucnal, Principal, at [vprucnal@vjmhs.org](mailto:vprucnal@vjmhs.org).