



The Mary Louis Academy:

SY 25-26 Middle School Assistant Principal

Mission and Background

Empowering Young Women Through Faith, Excellence, and Leadership

Located in Jamaica Estates, NY, The Mary Louis Academy is a Catholic college preparatory school for young women in Grades 6 through 12. Sponsored by the Sisters of St. Joseph of Brentwood, NY, our school is rooted in their charism of unity, reconciliation, and inclusive love that embraces all of creation.

We are committed to nurturing the whole person—spiritually, intellectually, socially, emotionally, and physically—through an environment shaped by Christian values and academic excellence. Our mission is to empower young women to recognize their unique gifts and develop the confidence and leadership skills needed to build a more just and compassionate society.

In September 2025, we proudly welcome students to our new Middle School, expanding our tradition of excellence to include Grades 6, 7, and 8. This ensures that more young women have earlier access to the Mary Louis experience—a journey rooted in faith, learning, and service.

As a single-gender school, we embrace our unique role in helping students appreciate their womanhood and cultivate their potential in a respectful, inclusive, and empowering setting. We promote cultural diversity, ecological stewardship, and the shared partnership between educators, parents, and guardians in guiding our students to make thoughtful life choices and lead lives of purpose and service.

At The Mary Louis Academy, each student is seen, known, and inspired to thrive—as a scholar, a servant, and a leader.

Overview

The ideal candidate will first and foremost be passionate about student growth and have a warm and engaging personality that can be used in developing meaningful relationships with each student. They will have mastery of educational pedagogy and a strong knowledge of content, but will also be strongly motivated by continued opportunities to grow and develop as an effective educator. We are looking for an experienced teacher leader who is comfortable working with both students and colleagues and who is intentional about their educational approach.

Key Responsibilities

- Create and foster a culture where all students can achieve at high levels;
- Ensure strong implementation of Common Core-aligned curricula through backwards lesson planning, following school-wide protocols for developing and documenting syllabi, lesson plans, assignments, and rubrics, and utilizing research-based best practices to support all learners;
- Provide strong instructional coaching to teachers that moves the needle on scholar achievement; evaluating lesson plans, observing classes, and leading professional development on a regular basis;
- Model intellectual curiosity and maintain open-mindedness about different perspectives;



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- Actively prepare for and participate in all meetings (such as grade team meetings, Student Support Meetings, IEP Meetings, etc.), collaborative planning, and professional development including an annual summer institute;
- Track, monitor, and assume responsibility for the academic progress for all students in the middle school;
- Support teachers and staff in the analysis and use of data to drive instruction, and work with the President to create and progress monitor individual plans for students, as needed, plus manage student disciplinary issues, oversee the organization of school-wide events, and support the school leader in all issues relating to the successful operation of the school;
- Build a warm and inclusive school environment and abide by school-wide practices for classroom management and individual behavior plans;
- Work with grade team, leadership team, and related service providers to analyze data, revise practices, norm on team-wide initiatives, and discuss individual students with a solutions-oriented mindset;
- Establish and maintain strong relationships and regularly communicate students' progress towards academic, social-emotional, and behavioral goals and with families;
- Be a positive and contributing member of the school community; and
- Additional duties related to the running of the school as assigned.

Qualifications

- Bachelor's Degree required;
- Master's Degree in Education or other related subject preferred;
- At least five (5) years of relevant, full-time teaching required, and three (3) years of secondary leadership preferred;
- NYS School Building Leader certification required;
- Past success teaching students with varying skill levels and learning styles;
- Experience teaching to a range of learners and participants;
- Eagerness to contribute positively to the TMLA community and the founding of the Middle School;
- Willingness to engage with and learn from people with diverse backgrounds and experiences; and
- Ability to bring joy, kindness, maturity, and flexibility to the school environment.

Please submit a cover letter and resume to hiring@tmla.org.