



Assistant Principal of Academic Operations Job Description The Mary Louis Academy

Mission and Background

The Mary Louis Academy, a college-preparatory Catholic high school for young women, is seeking a mission-aligned, strategic, and service-oriented Part-Time Admissions and Enrollment Coordinator. This role supports the school's enrollment goals by helping to attract, engage, and enroll students who are an excellent fit for our rigorous academic environment and faith-based community.

In a competitive educational market, every inquiry and application represents not only a potential student but a vital contribution to the school's mission and financial sustainability. The ideal candidate understands the direct link between enrollment and revenue and brings a proactive, data-informed, and relationship-focused approach to the admissions process.

ROLE

The **Assistant Principal for Academic Operations** is a mission-driven leader who ensures the effective execution of the school's academic program in alignment with the Catholic identity and educational philosophy of the institution. This role is primarily responsible for the operational systems that support teaching and learning, including scheduling, academic logistics, data systems, assessment coordination, and faculty support structures.

Working closely with the President, Principal and academic leadership team, the Assistant Principal for Academic Operations ensures that all academic processes run efficiently, enabling faculty to focus on high-quality instruction and students to thrive academically and personally.

Systems owned by the Assistant Principal for Academic Operations includes but is not limited to:

- Master schedule & student scheduling
- Academic calendar (exams, report cards, major deadlines)
- Grading systems, transcripts, and report cards
- Standardized testing logistics & coordination
- Student information systems & academic technology platforms
- Compliance (state, diocesan, accreditation records)
- Daily academic logistics (coverage, rooming, rosters)

KEY RESPONSIBILITIES

Academic Operations & Systems Management

- Oversee the operational infrastructure of the academic program, ensuring efficiency, clarity, and alignment with school priorities
- Manage academic calendars, report card cycles, exam schedules, and major academic events
- Ensure smooth execution of daily academic operations, including coverage, room assignments, and instructional time management

Master Scheduling & Course Management

- Design and maintain the master schedule, balancing student needs, faculty assignments, and program priorities
- Oversee course registration, placement processes, and student scheduling adjustments
- Collaborate with department chairs to align course offerings with mission and college preparatory goals

Assessment & Academic Data Systems

- Coordinate all internal and external assessments (e.g., midterms, finals, standardized testing)
- Ensure accurate and timely grading, reporting, and transcript management



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- Maintain and improve systems for collecting and analyzing academic data to inform decision-making

Academic Technology & Compliance

- Oversee academic platforms (LMS, student information systems, gradebooks) and ensure consistent use across departments
- Ensure compliance with state, diocesan, and accreditation requirements related to academic records and reporting
- Maintain the integrity and confidentiality of student academic data

Faculty Operations & Support

- Support faculty with academic systems, policies, and operational expectations
- Assist in onboarding new teachers, particularly in academic procedures and systems
- Partner with instructional leaders to ensure consistent implementation of grading, assessment, and reporting practices

Student Academic Support Coordination

- Work closely with counseling and support services to monitor student academic progress
- Oversee systems for academic interventions, including progress reports, eligibility, and support plans
- Ensure clear communication with students and families regarding academic policies and expectations

Mission & Catholic Identity

- Uphold and promote the mission of Catholic education, fostering an environment rooted in faith, respect, and academic excellence
- Support initiatives that develop young women of integrity, leadership, and service
- Model values consistent with the school's Catholic identity in all aspects of leadership

QUALIFICATIONS

- Master's degree in Education, Educational Leadership, or related field (required)
- New York State School Building Leader (SBL) certification or eligibility preferred
- Minimum 5 years of successful teaching experience; prior administrative or leadership experience preferred
- Strong expertise in academic systems, scheduling, and school operations
- Familiarity with student information systems and academic technology platforms

CORE COMPETENCIES

- Operational leadership and systems management
- Exceptional organizational and problem-solving skills
- Data management and attention to detail
- Clear and effective communication
- Collaborative leadership and faculty support
- Commitment to Catholic education and the development of young women

To Apply

Candidates should submit the following materials as separate PDF documents to [hiring@tmla.org](mailto: hiring@tmla.org):

- A cover letter expressing their interest in this position
- A current and thorough resume of no more than four pages