

St. John Paul II High School Division
Assistant Head of School
Job Description

PURPOSE STATEMENT

The Assistant Head of School conducts the high school's day-to-day operations. In this capacity, the Assistant Head of School is responsible for implementing and enforcing all school policies, regulations, and procedures to ensure that the school environment fosters educational excellence and student/staff accountability. The Assistant Head of School's operational responsibilities include integrating the school's Catholic mission into school life; developing and maintaining a rigorous academic program consistent with the needs of all students; managing and evaluating faculty members and staff members; providing opportunities for professional development; and establishing emergency and safety procedures.

ACCOUNTABILITY:

- Appointed by the Superintendent.
- Accountable to the Head of School.

SUPERVISES:

- Assistant Administrator, Faculty members, Clerical staff members, and Guidance Counselors.

RESPONSIBILITIES:

Leadership

- Develops and maintains a strong collaborative partnership with the Assistant Head of School, Grades 5-8, to ensure a seamless transition for students through aligned academic, behavioral, and student support practices.
- Works in conjunction with the Maintenance Director, Athletic Director, Advancement Director, Admissions Director, and Student Accounts Manager.
- Maintains a visible and approachable presence throughout the school, fostering an open-door culture and actively listening to students, faculty, staff, and families to remain attuned to the needs of the school community.
- Serves as ex officio member on the Advisory Board.

Spiritual Life

- In conjunction with the Head of School and the Assistant Head of School Grades 5-8, promotes the school's Catholic mission and identity.
- Nurtures the faith and development of the school community through opportunities for spiritual growth.
- Ensures quality Catholic religious instruction of students.
- Provides opportunities for the school community to celebrate Catholic faith.
- Collaborates with staff to give witness to the Catholic identity of the school with religious signs, symbols, and displays.

- Models Catholic Christian spirituality, attitudes, and behavior.
- Coordinates, in conjunction with the campus minister and Chaplain, the spiritual and sacramental life of the school.
- Assists faculty members and staff members with the integration of the school's mission into academic, student life, athletic, and co-curricular programs.
- Ensures that school discipline is consistent with the school's mission and Catholic identity.

Faculty and Staff

- Coordinates the recruitment of new faculty and staff members. This includes organizing and monitoring all application materials and correspondence, and making the final recommendation for hiring to the Head of School.
- Recommends the renewal/non-renewal of faculty contracts to the Head of School.
- Provides recommendations, strategies, and guidance for faculty members as needed.
- Prepares and updates school handbooks, ensuring that they are consistent with Diocesan policies.
- Oversees and coordinates, with the Assistant Administrator, the instructional supervision and evaluation of faculty members.
- Coordinates and implements, with the Assistant Administrator, curriculum initiatives, faculty member evaluations, and professional development efforts.
- Organizes and oversees faculty meetings.
- Assigns and oversees faculty member supervisions.
- Ensures faculty member accountability for the implementation of school policies, rules and procedures.
- Provides opportunities for building and sustaining faculty and staff morale.
- Oversees the clerical support staff and ensures that the school's front office is covered at all times.
- Approves all requests for personal and/or vacation days for high school faculty and staff.

Academic Affairs

- Oversees, with the Assistant Administrator, the planning, development, implementation, and evaluation of the curriculum.
- Determines course offerings, student placement, and teacher assignments.
- Provides for the development of the master course schedule.
- Encourages teachers to use a variety of educational and pedagogical skills and is aware of the current research and trends in Catholic education.
- Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment.
- Supports teachers in recognizing and accommodating the special learning needs of students within the classroom.

Student Life

- Oversees the preparation of the Parent-Student Handbook, ensuring that it is consistent with Diocesan policies.
- Ensures that all school policies, rules, and procedures regarding student life are enforced and

that all disciplinary matters that could result in expulsion are referred to the Head of School.

- Works in conjunction with the Athletic Director to provide a successful athletic program and ensures that all school and MIAA policies are followed.
- Organizes and presides over school assemblies.
- Organizes and oversees high school graduation exercises and practices.

Community

- Works cooperatively with student and parent organizations.
- Provides necessary training sessions for all volunteers and host families (i.e. sexual abuse training, CORI compliance).
- Provides regular communication with the school community in conjunction with the Head of School.
- Oversees the use of the intercom and the dissemination of pertinent announcements during the school day.

Other

- Initiates appropriate consultation with the Catholic Schools Office.
- Complies with appropriate canonical, federal, state and local laws in harmony with Diocesan policies and procedures.
- Assists the Admissions Director with retaining and growing enrollment efforts.
- Assists the Head of School and Advancement Director in seeking volunteer resources and financial support beyond the school community.
- Determines the daily bell schedule and adjusts times accordingly for assemblies, liturgies, presentations, etc.
- In conjunction with the Maintenance Director, oversees the general maintenance and cleanliness of the facility and reports major concerns to the Head of School.
- Is present at all major school functions outside of the school day.
- Develops and monitors a comprehensive crisis/emergency procedures plan and oversees appropriate emergency drills.
- Assists the Head of School in strategic, short-term and long-term planning.