

**Calvert Hall is currently seeking an Assistant Principal for Academic Affairs to begin July 1, 2021.**

Calvert Hall College High School, a Catholic and Lasallian college preparatory school, provides a diverse community of young men with a broad and balanced human and Christian education through excellent academic and extracurricular programs that promote leadership, achievement and service within the church and community. The school is a premier college preparatory school for young men with approximately 1200 students in grades 9 - 12.

Candidates should be a practicing Catholic with a strong sense of mission and have worked in a secondary environment.

In brief, the Assistant Principal for Academic Affairs:

- Oversees all academic issues of the school
- Oversees the instruction and assessment process
- Is in charge of scheduling and grade reporting
- Leads the academic rigor and development, organization and evaluation of the curriculum
- Conducts classroom supervisory visits and evaluates faculty
- Supervises department heads, guidance counselors, and the librarian
- Is an integral part of the admissions process
- Is in charge of examination schedules and proctors
- Is responsible for overseeing the La Salle Program, the Br. Tom Miller Honors Program, and the McMullen Scholars Program

Preferred Qualifications:

- Experience in teacher supervision and curriculum development
- Master's Degree in Education (preferably in Administrative Leadership)
- Knowledge and application of instructional technology, including experience with data management systems

Desirable Leadership Characteristics:

- Collaborative leadership style with good interpersonal and team-building skills
- Understanding of the Lasallian charism
- Strong oral and written communication and motivational skills
- Managerial and supervisory skills
- Ability to effectively represent the school
- Ability to work independently while fostering a team environment
- Big picture thinking, yet highly organized and detail oriented

Calvert Hall is an equal opportunity employer, and is constantly seeking excellent candidates to fill faculty and staff positions. In each position, we seek someone who has the ability to work on a team, who is open to professional growth, and will be committed to our school's Lasallian mission.

Resumes and a statement of educational philosophy should be emailed to Traci Malstrom, administrative assistant to the Principal, at [malstromtr@calverthall.com](mailto:malstromtr@calverthall.com) or mailed to:

Calvert Hall College HS  
Attn: Charles Stembler, Principal  
8102 LaSalle Rd.  
Baltimore, MD 21286

Deadline: Resumes for this position will be accepted through March 15 (although interviews may begin before that time).