

# CENTRAL CATHOLIC HIGH SCHOOL

## *ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS*

Central Catholic is seeking an Assistant Principal for Academic Affairs beginning on or around 01 July, 2022.

### **Job Description.**

The Assistant Principal for Academic Affairs assists the Principal in the areas of curriculum development, academic placement and scheduling, counseling, student assessment and faculty evaluation and supervision. The Assistant Principal for Academic Affairs is a key member of the Principal's leadership team and will be required to ensure that Central Catholic remains a leader in educating and forming the young men entrusted to our care. As a practicing Roman Catholic, the candidate must be open to deepening his commitment to the Catholic and Lasallian mission of the school through the various aspects of Student life. Through policy and action, the candidate must understand and exhibit Catholic/Lasallian virtues in the formation of students and faculty and in interactions with everyone.

### **Reports to Principal**

#### **Supervises:**

- Guidance Department
- Director of College Counseling
- Secretary to Assistant Principal
- Summer Program Coordinator
- Intermediate Unit Academic Support
- McDowell Program Coordinator
- Summer Work-Study Director

#### **Requirements:**

- Commitment to the principles of Lasallian education
- Willingness to attend Lasallian formation programs such as the John Johnson or Buttimer Institutes within five years.
- Master's Degree
- Competency in a Learning Management System including building a Master Schedule (preferably PowerSchool)
- Administrative I Certification from the Commonwealth of Pennsylvania
- 5 years of teaching or counseling experience in a Catholic High School
- Capable of working collaboratively
- Excellent written and verbal communication skills
- Excellent organizational skills
- Willing to be an important part of developing a vision on all levels, especially in regards to the development of curriculum

## **Essential Job Functions**

### **Academics**

- *Works with the Principal in providing academic leadership for the faculty, the students, the parents and the larger Central Catholic community.*
- *Serves as the Internal Coordinator for the Middle States Accreditation and as the chair of the Middle States Planning Team and coordinates the work of the Performance Objective committees. As internal coordinator ensures that required interim reports are accurate and submitted on time.*
- *Assists the Principal in the supervision of instruction through a program of class visitations and teacher consultations.*
- *Assists the Principal in the development of the program of studies. Participates in a continuing study of the curriculum in conjunction with the Academic Council and the Department Chairs.*
- *Oversees all Summer academic and enrichment programs as well as enrichment programs that occur during the school year.*
- *Solicits and coordinates guest speakers and seminar sessions for students across academic areas.*
- *Supervises the AP program and coordinates all standardized testing with the Guidance Department. Coordinates with the Director of Admissions the course placement of all new students.*
- *Approves all scheduling changes for students.*
- *Coordinates the dual enrollment programs with consenting universities.*

### **Counseling**

- *Supervises the College Counseling Director and ensures there is a comprehensive program of college counseling curricula over the four years of high school. Responsible for the flow of information to the College Counseling Office for accurate recording of academic transcripts.*
- *Supervises the Guidance Department to ensure a comprehensive academic Guidance program is in place and functioning. Conducts an annual evaluation of the counselors and the Guidance program.*
- *Oversees the development and administration of the academic support plans that are developed in the guidance department.*

### **Administrative**

- *Participates on the Leadership Team and attends all meetings.*
- *Attends after school and evening academic and extracurricular functions to show administrative support of the programs.*
- *Shares in the evening and weekend moderating responsibilities of administrators.*
- *Supervises grade reporting to students and families and constructs the Honor Roll, Failure Lists, Class Ranks and Academic Eligibility Lists.*
- *Is responsible for the master schedule.*
- *Determines final teaching and proctoring assignments of the faculty, supervises faculty proctoring, and assigns substitute teachers and proctors for absent faculty members.*
- *Is responsible for the annual publication of the Course Catalog.*
- *Plans for and executes the Honors Convocation and Commencement exercises.*
- *Supervises the scheduling of semester and final examinations.*
- *Takes on other duties as assigned by the Principal.*

**Mission Statement:**

Central Catholic High School, a college preparatory Catholic school for boys, is guided by the educational principles of Saint John Baptist de La Salle. The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and scholarship and develops leaders rooted in the Gospel values of integrity, respect, service, justice and peace.

Interested candidates should submit a letter of interest and an updated curriculum vitae by April 21<sup>st</sup>, 2022 to:

Brother Tony Baginski, FSC  
Principal  
Central Catholic High School  
4720 Fifth Avenue  
Pittsburgh, PA 15213  
[abaginski@centralcatholicshs.com](mailto:abaginski@centralcatholicshs.com)