

Assistant Principal
John Carroll Catholic High School - Birmingham, AL

John Carroll Catholic High School, located in Birmingham, Alabama, is seeking candidates for the position of Assistant Principal.

The Assistant Principal serves as a member of the school's administrative team. He/she provides support and assistance to the school principal; assists in planning, implementing, directing, and evaluating school programs and activities. Supervises professional and support staff; works with the principal to articulate and carry out the mission of the school; and works with staff, parents, and students to manage school discipline.

Job Responsibilities (responsibilities include but are not limited to the following):

- Assist the principal in defining the school's mission and communicating goals and expectations of the total school program
 - Provide instructional leadership, in concert with the principal, for the implementation of the curriculum of the Archdiocese of Birmingham
 - Assist the principal in leading the process of continuous school improvement
 - Monitor and assess student achievement and participation outcomes with appropriate data collection and analysis
 - Assist in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children
 - Assist the principal in supervising and evaluating the effectiveness of all school personnel
 - Administer and coordinate school discipline and maintain necessary discipline records
 - Assume responsibility for maintaining attendance procedures
 - Engage in professional activities which contribute to leadership development
 - Manage daily staff coverage
 - Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community
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- A practicing Catholic
 - Master's Degree in Educational Leadership or Education Administration
 - A minimum of three years of certified teaching experience, Catholic School preferred
 - Excellent oral, written and interpersonal communication skills
 - Excellent time management skills

Any interested candidates should contact JCCHS Principal, Dr. Anthony Montalto, at 205-940-2400 or amontalto@jcchs.org.