

Job Posting
St. Mary Catholic Community School
Assistant Principal

Title /Position: Assistant Principal
Date Posted: February 7, 2019
Date Close: March 20, 2019
Category: Administration
Employment Type: Full Time
Start Date: August 1, 2019
Corp Name: Diocese of Gary
School: Saint Mary Catholic Community School
Level: Elementary / Intermediate

Job Description

Assistant Principal, PK-8 building
Responsible for contributing positively to the school climate and culture, discipline, attendance issues, attending weekly RTI meetings, leading the school accreditation process, coordinating standardized testing, working with the principal daily basis on projects and initiatives, and all other duties as assigned by the principal.

Salary commensurate with experience.

Job Requirements

Possess strong leadership, organizational and communicative skills, knowledge of educational law, ability to interact well with staff, students, and members of the community.

Normal Calendar: The assistant principal work year begins with the opening of the office in August and ends with the closing of the office at the end of June (assistant principal will not work over fall break, Christmas break, spring break, or summer break).

Job Qualifications

Valid Indiana Building Level Administrator license or willingness to obtain within reasonable time frame.

Practicing Catholic in good standing.

Committed to the ministry of Catholic school education

Classroom and/or administrative experience of at least five years

Special interest in curriculum and/or technology is a plus.

Contact Information

Name: Tom Ruiz

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Application Instructions

Candidates should send resume, cover letter, and letters of recommendation to principal Tom Ruiz at truiz@stmarycp.org with "ASSISTANT PRINCIPAL" in the subject line.