



MOUNT ST. MARY
A C A D E M Y

Job Description

Title: Assistant Principal

Effective: June 2022

Reports to: The Principal of the Academy

Classification: Exempt, Full-Time

Background:

Founded in 1851, and sponsored by the Sisters of Mercy, Mount St. Mary Academy is a premier, all-girls' school dedicated to developing young women with a moral and intellectual foundation rooted in Catholic tradition. Mercy-minded and college-prepared, our students meet the future with wisdom, compassion and integrity.

Position Summary:

The Principal of Mount St. Mary Academy must assure that the actions and curriculum of the school remain faithful to the teachings of the Catholic Church and the philosophy and mission of the Sisters of Mercy. The Principal in collaboration with the President seeks to preserve and enhance the Catholic Christian community and Mercy culture of MSM by continuing to integrate the Mercy Values into all aspects of the school community.

The Assistant Principal assists the Principal who provides oversight of the education offered by the school, including but not limited to faculty selection and evaluation of their performance; professional development of faculty/staff who report to the Principal; day-to-day operations of the school and campus; curriculum development and evaluation; co-curricular activities; parent relationships and communications; establishment and implementation of security measures, and other activities associated with execution of the school's educational policies in keeping with standards decreed by the State of Arkansas. The Principal determines which duties are appropriate to delegate to the Assistant Principal. The Assistant Principal is employed, supervised, evaluated, and retained by the Principal.

Primary Responsibilities and Duties:

- **Mission and Catholicity**
 1. Upholds and models a personal lifestyle that is consistent with the teachings of the Roman Catholic Church and the charism of Mercy. Must be a practicing Catholic.
 2. Maintains effective relationships with the Bishop and priests of the Diocese of Little Rock, and the Sisters of Mercy.
 3. Demonstrates commitment to the mission, philosophy, and strategic goals of the school.
 4. Promotes a faith community through prayer and programming and service learning.
 5. Reflects the mission and vision of MSM to all constituents.
- **Leadership and Administration:**
 1. Sets and meets yearly goals.
 2. Promotes good morale, teamwork among all departments and a positive school climate.

3. Collaborates effectively with the Principal, and the faculty and staff in decision making.
4. Delegates authority effectively and supports those who have been given responsibility.
5. Meets with parents and teachers to discuss students' progress and behavior.
6. Assesses and prepares reports on test scores and other student achievement data.
7. Coordinates all aspects of the AP program, including student registration and testing and teacher training and meetings.
8. Is attentive to the fiscal aspects of the school pertaining to academic, curricular and co-curricular activities.
9. Exhibits academic leadership actively promoting the value of learning.
10. Provides for on-going evaluation of the curriculum and assists with maintaining school accreditation.
11. Oversees the discipline program and communicates with parents when necessary.
12. Assists the Principal with teacher observations and evaluations so as to improve performance.
13. Encourages teachers to view academic excellence as the development of each student to her maximum potential.
14. Supports development, recruitment and communications functions and processes.
15. Exhibits a supportive presence at both school and development activities/events.
16. Continues an on-going relationship with graduates through presence at alumnae activities.
17. Improves personal performances and skills through professional development opportunities.
18. Assists the Principal with organizing professional development programs and workshops for staff.
19. Participates in and encourages participation in Mercy Education.
20. Supports the on-going strategic integration of information technology (IT) to enhance learning in the classroom and facilitate home and school communications.
21. Performs any additional duties as required by the Principal.

Qualifications:

- Embraces and exemplifies the Mercy values and culture of Mount St. Mary Academy.
- Holds a master's degree or beyond.
- Holds an Administrator's license from the State of Arkansas or is in the process of securing an Administrator's license.
- Is a proven educator/leader. Twelve (12) or more years in the teaching profession is preferred.
- Possesses the management skills and knowledge to provide oversight of teachers and school operations.
- Has strong interpersonal, communication, and organizational skills.
- Has the ability to be a team player and strategize effectively with other administrative staff.
- Has completed Circle of Grace training.
- Supports school fundraising activities.

Key Competencies:

Mission – Embraces the mission, vision and values of Mount St. Mary Academy. Personal beliefs and values are in line with day-to-day work.

Commitment – Behavior reflects values, needs and priorities of the organization. Considers what is good for everyone as well as self.

Service – Genuinely wants to help others, especially those in need. Possesses servant leader mindset. Recognizes others' needs and emotions. Tries to remove obstacles to good service.

Attitude Toward Change – Adapts to and works well with a variety of situations, people and groups. Looks for the good that change can bring and deals well with the fearful side of change. Suggests change when appropriate in own job.

Personal Effectiveness – Is willing to do more than is required. Speaks confidently when expressing opinions and making decisions. Takes pride in work. Handles failures as learning experiences and an opportunity to improve.

Achievement Motivation – Sets challenging personal goals and works towards excellence to continue to improve own performance.

Learning Orientation – Values improvement and looks for opportunities to learn. Familiar with the history and operation of Mount St. Mary and the variety of activities here. Able to problem solve in relation to job. Learns well from own and others' mistakes.

Interpersonal and Team Performance – Builds and maintains good relationships with people at work – within and outside department. Listens well to understand others' thoughts, feelings and concerns. Works well with others as part of a team, puts group priorities above own.

Respect for Differences – Recognizes and appreciates differences in people – their style, approach and background.

Quality Focus – Makes few errors and maintains high quality by checking work and developing ways to organize work and information. Actively explores ways to improve quality.

Problem Solving – Effectively uses information and critical thinking to recognize problems and work on solutions.

Task Accomplishment – Sees that the work is done within defined time and quality standards. Is able to balance more than one task at a time, set priorities and keep them.

Professionalism – Demonstrates appropriate language, attire, behavior and grooming.