

## **ASSISTANT PRINCIPAL**

St. Maria Goretti Catholic School in Westfield, Indiana, an A-rated and twice-honored National Blue Ribbon School of Excellence, is actively seeking an assistant principal for the 2023-2024 academic school year. This position begins June 2023. St. Maria Goretti offers over 500 students in grades Pre-K through 8th an opportunity to grow daily in mind, body and spirit. The school fosters academic excellence within a nurturing environment reinforced by an outstanding teaching and support staff, caring parents, a compassionate parish community and led by Pastor Fr. Brian Dudzinski. Working closely with the principal, the assistant principal's duties include, but are not limited to, the following:

- Live and model the faith of Jesus Christ, the Master Teacher, in words and actions and can articulate the mission of the school to alumni, parents, faculty, staff and the wider community;
- Assist in building and reinforcing a strong school culture through faith-based leadership;
- Support the Principal in all school operations;
- Supervise the school in the Principal's absence;
- Lead our Resource Program; Participate in all Case Conferences;
- Support all MTSS Tiered Interventions;
- Assist in implementation of School Safety procedures;
- Assist in the continuous evaluation of all staff;
- Assist in overseeing and leading the implementation of the School Improvement Plan and Professional Development initiatives;
- Oversee and support curriculum across all grade levels;
- Address school discipline;
- Maintain positive parent relations;
- Support other duties as assigned.

All interested candidates for this position must be a practicing Roman Catholic in good standing with a deeply rooted Catholic identity. Applicants must have or be working towards a master's degree and a valid Indiana administrator's license. Strong knowledge of special education is preferred. Safe and Sacred Training and related background checks are required.

A resume and cover letter should be submitted along with references to Elizabeth Kissel, Principal, at [apply@smgonline.org](mailto:apply@smgonline.org).