

Job Posting for the 2022 - 2023 Academic Year:
Assistant Principal

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 420 students with a strong diverse student population.

School Mission: 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.
Position Opening: Full Time
Contact: Mr. Jaycob Knazur
Email: jknazur@andreanhs.com
Phone: 219-887-5959

Process: **Application materials should be sent via email to:**
jknazur@andreanhs.com
Application materials should include a cover letter and resume

School/Diocesan Requirements:

- Bachelor's degree in education or related field; Master's degree preferred.
- At least three years of experience teaching in a classroom.
- Assistant Principal or leadership experience preferred.
- Administrative licensure preferred.
- Practicing Catholic or Christian preferred.
- VIRTUS trained (safe environment) and is subject to the Diocese of Gary's expanded background check.

Reporting Relationship: Reports to the Principal

Application Deadline: Applications will be accepted until the position is filled.

Job Goal: Supports the development of school-wide vision and takes an active role in investing and mobilizing teachers to achieve the collective goals of the school; owns the implementation of select school priorities in support of the school-wide vision. Supports student-based goals.

Essential functions and duties:

- Leads teacher professional development.
- Supports the principal in the observation and evaluation model for teachers and staff.
- Supports and provides feedback to teachers to improve their instructional practice, especially as it relates to setting goals, implementing effective methodology, effective classroom management, positive relationships with students, and alignment with school culture and Catholic identity.
- Participates in the design, implementation, evaluation, adaptation, and improvement of curriculum and student activities in conjunction with the educational goals and mission of the school.
- Oversees and ensures accountable implementation of Indiana state testing and IDOE compliance.
- Leads summer school and summer enrichment with the Guidance Office.
- Oversees and supports behavioral management and appropriate discipline for students.
- Coordinates, oversees, and maintains a school safety plan.
- Assists the principal in teacher and staff recruitment and hiring.
- Works closely with the Facilities Department to coordinate academic/athletic needs.
- Works closely with the Food Services Director in ensuring smooth operation.
- Works closely with the Admissions Director in overseeing the enrollment process of students.
- Assists in the management, use and training of the school's FACTS systems and other technology platforms.
- Performs such other duties as may be assigned by the Principal.

Andrean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair the performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.