



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Assistant Principal/Director of Academics

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the Assistant Principal/Director of Academics.

Guerin Catholic, nationally recognized as one of the top Catholic High Schools in the country, is a diocesan (Diocese of Lafayette-in-Indiana), college preparatory school dedicated to its mission of serving over 730 students from diverse backgrounds and preparing them to be servant leaders through authentic faith formation, academic excellence and student life opportunities. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic is finishing its twelfth year and boasts a continually growing enrollment and a strong financial position. It is committed to offering courses inspired and taught from a Catholic worldview, based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

Responsibilities

The Assistant Principal/Director of Academics has the following responsibilities:

- Assist the Principal in the overall administration of the school
- Oversee, improve, and coordinate the Guerin Catholic curriculum
- Communicate Guerin Catholic's vision for academics to all stakeholders
- Serve as the coordinator of the International Baccalaureate Program
- Analyze data to inform school-level and classroom-level decisions
- Plan and conduct professional development, including new teacher orientation
- Assist with student supervision

Traits

Thus, a successful candidate will have the following traits:

- Be motivated and guided by their faith in Jesus Christ and the Catholic Church
- Have the ability to assume spiritual and academic leadership in a Catholic school
- Be forward thinking, a lifelong learner and imaginable
- Have a vision for using technology to enhance teaching and learning
- Have a collaborative leadership philosophy that works well in a team

Requirements

The requirements of the position are:

- Hold a valid Indiana Building Administrator's License or be eligible to receive one prior to July 1, 2016.
- Be an active, practicing Catholic in good standing with the Church
- Previous administrative experience (preferred)
- Five or more years of teaching experience (preferred)

Qualified candidates should email a current resume and cover letter by May 27, 2016 to: James McNeany, Principal of Guerin Catholic, at jmcneany@guerincatholic.org.

Please include at least three references as part of the resume with one of those references being a pastor.

St. Theodore Guerin High School is an Equal Opportunity Employer.