



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

Telephone 317-582-0120  
Fax 317-219-0582  
guerincatholic.org

EMPLOYMENT OPPORTUNITY

## Assistant Principal of Student Services

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

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 770 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 fourteenth 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.

The Assistant Principal of Student Services has the following responsibilities:

- Assisting and supporting the Principal in the overall administration of the school
- Communicating Guerin Catholic's vision to all stakeholders
- Overseeing the review and implementation of student handbook policies
- Analyzing data to inform school-level and classroom-level decisions
- Planning and conducting teacher observations as well as professional development related to classroom environment
- Coordinating student discipline, attendance, school safety, and supervisions

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 and a lifelong learner
- Possess a vision and passion for mentoring young people through challenges
- Have a collaborative leadership philosophy that works well in a team atmosphere
- Use critical and creative thinking as a part of problem solving processes

The requirements of the position are:

- Hold a valid Indiana Building Administrator's License or be eligible to receive one prior to July 1, 2018.
- 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 to [apply@guerincatholic.org](mailto:apply@guerincatholic.org).

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

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