



## St. Theodore Guerin High School

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Noblesville, Indiana 46062

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[guerincatholic.org](http://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 approximately 725 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 in its sixteenth year and boasts a steady enrollment and a strong financial position. It is committed to offering courses and programming 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:

- Assist and support the Principal in the overall administration of the school
- Coordinate student discipline, attendance, school safety, and supervisions
- Oversee the review and implementation of student handbook policies
- Analyze data to inform school-level and classroom-level decisions
- Assist the Principal and Assistant Principal of Academics in conducting teacher observations
- Communicate Guerin Catholic's vision to all stakeholders

Thus, a successful candidate will have the following traits:

- Be motivated and guided by their faith in Jesus Christ
- Have the ability to assume spiritual and academic leadership in a Catholic school
- Be passionate about restorative justice practices and mentoring young people through difficulties
- Have a collaborative leadership philosophy that works well in a team atmosphere
- Enjoy providing a safe and healthy environment for all students

The qualifications for the position are:

- Hold a valid Indiana Building Administrator's License or be working towards one
- Be an active, practicing Catholic in good standing with the Church
- Previous administrative experience is a plus
- Five or more years of teaching experience preferred

### Contact Information

Qualified candidates should email a current résumé and cover letter to [apply@guerincatholic.org](mailto:apply@guerincatholic.org).

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

The posting closes **Friday, March 20, 2020**.

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