



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

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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), school dedicated to its mission of serving approximately 745 diverse learners. We form the whole person through faith development, excellence in academics, and student life to live out the Gospel message. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic is in its eighteenth 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
- Manage all aspects of student discipline
- Along with the Attendance Officer, support the application of the attendance policy
- Work closely with families through circumstances that affect their child's ability to be successful in school
- Serve as the school safety specialist for the school and coordinate supervision duties for staff
- 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 difficult circumstances
- Have a collaborative leadership philosophy that works well in a team atmosphere
- Enjoy inspiring others to create 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.

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

The posting closes **Friday, April 8, 2022.**