



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 - Director of Academics

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate for the position of **Assistant Principal-Director of Academics**.

Guerin Catholic, recognized as a 2024 National Blue Ribbon School and also recognized for its Catholic identity, is a diocesan (Diocese of Lafayette-in-Indiana) school serving diverse learners, forming the whole person through faith development, excellence in academics, and student life to live out the gospel message. Guerin Catholic is in its 21st 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-Director of Academics serves as a member of the school leadership team and as the primary administrator responsible for working with the Instructional Coach and IB Coordinator. They work collaboratively with the Director of Athletics, Director of Fine Arts, Director of Campus Ministry & Student Life, and the Director of School Counseling.

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
- Coordinate the development and implementation of the master schedule
- Coordinate the observation of all teachers in collaboration with the Principal, Assistant Principal of Student Services, and the Instructional Coach.
- Analyze data to inform school-level and classroom-level decisions
- Plan and conduct professional development, including new teacher orientation
- Assist with student supervision

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
- Possess a vision for teaching courses from a Catholic worldview
- Have a collaborative leadership philosophy that works well in a team atmosphere

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 11, 2025**.