



Assistant Principal—2024-25 School Year

All Saints Catholic School in Broken Arrow is seeking applicants for **Assistant Principal**. Applicants must be a practicing Catholic with a Bachelor's Degree in Education (Master's Degree in Administration/ Education preferred) and teaching experience. Candidates must be comfortable meeting and interacting with the public and employees with tact, courtesy, and discretion. Candidates should demonstrate positive attitude, team cooperation, and positive work performance for the purpose of maintaining the instructional process and well-being of the school. Applicants must be committed to the school's mission statement.

Mission Statement

All Saints Catholic School provides students a total educational experience emphasizing academic excellence and personal responsibility within a Catholic faith community.

Key Responsibilities/Duties

The duties of the Assistant Principal include, but are not limited to:

- ◆ Manage, sustain, and tend to the daily operations of the school office in order to provide a spirit of order and hospitality to school visitors, patrons, faculty, and staff.
 - ▶ Assist in maintenance and financial records
 - ▶ Work with the maintenance department to ensure security of all buildings and property
 - ▶ Schedule and oversee safety drills
- ◆ Envision, implement, and refine an innovative review process for teacher evaluations that draws on best practice and gathers the necessary input to provide teachers with timely and helpful feedback that enables them to continue teaching at their highest potential.
 - ▶ Meet with faculty and staff on a quarterly basis to review performance and assess needs
 - ▶ Maintain records of faculty evaluations
 - ▶ Conduct faculty reviews
- ◆ Organize, promote, and sustain a discipleship-based religious education program within the school that provides social, catechetical, spiritual, and service opportunities for the students as they grow in their relationship with Christ and their peers.
 - ▶ Work with parents and families to promote parents as the primary educators in the faith.
 - ▶ Work with the Pastoral Administrator and School Chaplain to envision on-going spiritual formation for the faculty and staff.
 - ▶ Work with the teachers to implement disciple-based approaches to religious curriculum within the Roman Catholic Tradition.
- ◆ Communicate, collaborate, and interface with faculty, staff, parents, feeder parishes, the Catholic Schools Office, and wider community in order to support a spirit of collaboration and unity among these interest groups.
 - ▶ Attend all HSA Meetings
 - ▶ Attend all School Advisory Council Meetings
 - ▶ Attend Diocesan Principal Meetings and In-Service Days
 - ▶ Attend weekly Executive Team meetings
- ◆ Other duties include:
 - ▶ Oversee the MAP testing and evaluate results
 - ▶ Oversee the disbursement of Title II Money

Qualified applicants should send resumes to Suzette Williams at swilliams@allsaintsba.org