



# Central Catholic

## HIGH SCHOOL

*Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.*

**JOB TITLE:** Assistant Principal of Curriculum Design and Instruction

**POSITION PURPOSE:** The assistant principal of curriculum design and instruction creatively inspires, directs, and supports faculty to pursue, develop, and implement new innovative learning opportunities and curriculum design. Is current on rapidly evolving best practices that inform the work of a college preparatory school committed to educating students from diverse backgrounds in a Catholic community. Leads professional development designed for teachers aligned with school goals.

**QUALIFICATIONS:**

- Understands and is engaged by the education of students from diverse backgrounds
- Possesses remarkable organizational, management, and communication skills
- Is a person of faith and is dedicated to education in the Catholic faith and to modeling its values, such as an active commitment to social justice and Christian service
- Has a record of innovative thinking and excellence in educational leadership
- Has experience at the secondary level; high school classroom experience preferred
- Valid Oregon Principal or Professional Administrative License required or ability to acquire
- Has a healthy sense of humor and a positive attitude

**ESSENTIAL JOB FUNCTIONS:**

- Provides inspiration and support for faculty and students in developing, piloting, and implementing new innovative learning opportunities. Connects with teachers individually to support each teacher's innovations and growth from their own starting point and at their own pace. Publicly celebrates attempts, successes, and forms partnerships.
- Supports development of a community-wide common language around pedagogical innovation, including faculty, students, families, and local community.
- Connects with the broader community to collaborate and form partnerships
- Leads research and implementation of best practices for educating students from diverse backgrounds and fostering growth mindset among faculty
- Collects data and tracks growth throughout the school to support connections, monitor patterns, and provide example cases to others. All efforts should be viewed through the lens of educating students from diverse backgrounds.
- Supervises classroom observations and faculty/course evaluations and faculty licensure through TSPC

- Supports and contributes to effective safety and risk management efforts by adhering to established policies and procedures, maintaining a safe environment and healthy boundaries
- Demonstrates positive interactions and interpersonal relationships in dealing with fellow faculty and staff members and the broader Central Catholic community, so that productivity and positive relations are maximized.

**SPECIAL REQUIREMENTS:**

- The person employed for this position must be able to verify identity and employment authorization.
- The candidate selected for this position must complete a pre-employment background check and all Archdiocesan required trainings and certifications.

**Compensation:** Commensurate with experience

**Start Date:** July 1, 2019

**Length of Contract:** 220 Days

**Application Deadline:** April 30, 2019

Questions concerning this position should be directed to Sherril Acton, Administrative Assistant, Central Catholic High School, 503-235-3138.

**Application Process:** Please email or fax application, cover letter, resume and three letters of reference to Sherril Acton at [sacton@centralcatholichigh.org](mailto:sacton@centralcatholichigh.org) or fax #503-233-0073.

NOTE: This job description does not imply that the above functions are the only tasks that may be performed. Employees will be expected, if possible, to follow any other job-related instructions and perform any other job-related tasks as directed by the principal.

Additional Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

*Central Catholic High School seeks a student body and faculty who reflect diversity in gender, ethnic background, and socio-economic status. Such (diversity encompasses more than multicultural representation; it also means the broadening of the educational experience to develop an understanding of the various geographic, cultural, gender, ethnic, racial, and religious heritages and traditions). As a Central Catholic employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.*