

Assistant Principal

Ursuline Academy of Cincinnati seeks an Assistant Principal to help shape the educational experience of our students and support the professional growth of our faculty. Reporting to the Principal, the primary focus of this position will be to lead initiatives in curriculum development and provide support regarding diversity, equity and inclusion and student life.

The ideal candidate will be:

- **A mission-driven individual** who is passionate about the value and impact of an all-girls Catholic education in the Ursuline tradition
- **An intentional community builder** who helps forge valuable connections with and among members of the school community
- **A systems thinker** who can see the interconnected parts of our school community
- **A collaborative teammate** who works productively with members of Ursuline's faculty
- **A talent developer** who motivates faculty members and grows their talents and capabilities

Ursuline Academy's Assistant Principal will:

- Assist with hiring of faculty and support staff and oversee academic quality through teacher supervision
- Coordinate annual professional development programs including instructional practices and enhancing cultural competencies, encouraging innovative practices and programs
- Collaborate with faculty and staff to develop and implement a comprehensive curriculum, including coordination of the annual revision of Ursuline's curriculum guide, ensuring our offerings are reflective of student interests and diverse perspectives and align with trends seen in college admissions
- Co-facilitate department leader meetings with Principal and oversee activities of Department Leaders in the areas of curriculum, scheduling, instructional material selections and resources, and budgets
- Assist with implementation of strategic initiatives
- Oversee the Ohio Catholic School Accrediting Association accreditation process with the Principal
- Assist with creation of school calendar
- Work in partnership with moderators of student groups

- Assist Principal with attendance and supervision of school events
- Perform other duties as assigned

Qualifications

- Master's degree in education, curriculum and instruction, or related field
- 5 years of experience in curriculum development, educational leadership, or related field
- Possess a valid Ohio Principal license or be in process of obtaining licensure
- A strong understanding and respect for the Catholic faith and church teaching is required; practicing Catholic is preferred
- Strong understanding of diversity, equity and inclusion principles and their application in an all-girls Catholic school
- Experience with data analysis and evidence-based decision making
- Knowledge of current educational trends and best practices in curriculum development and diversity, equity and inclusion and the ability to teach, guide, and mentor faculty in the application of research-based practices
- Excellent communication and interpersonal skills, including the ability to collaborate effectively with diverse groups

Benefits:

- Salary commensurate with experience
- Comprehensive benefits package including health insurance and retirement plan
- Paid holidays
- Opportunities for professional growth
- Positive and supportive work environment

How to Apply:

Please email a letter of interest and resume to Leslie Bradley (lbradley@ursulineacademy.org) with the subject line, "Assistant Principal." Letter should outline your qualifications and experience related to position, as well as your approach to promoting diversity, equity and inclusion in an all-girls Catholic school. Applications will be accepted until the position is filled.

