



Position: Assistant Head of School

Reports to: Head of School

About St. Mary's Academy

St. Mary's Academy is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

Essential Responsibilities

School Leadership.

- Work closely with the principal and faculty to develop St. Mary's academic culture.
- Ensure robust and effective data-driven student support through systematic, ongoing oversight of student performance data and strategic coordination of the Student Support Team, tutoring program, school counselors, and other staff to identify and provide appropriate resources.
- Co-design and oversee events that proactively nurture a positive academic culture, including those that recognize students' accomplishments (academic award assemblies), nurture student growth, and forge strong community identity.
- Work closely with the Head of School, and counseling staff to ensure effective support and accountability for students struggling with attendance and/or behavioral concerns.
- Support faculty in the transition and success of equitable grading.
- Coordinates the grading and reporting process and provides the ineligibility list to athletic director.
- Work closely with the Head of School to orient new staff, determine the faculty's professional development needs, and help design and lead high-impact professional development to ensure teacher growth.
- Provide high-impact instructional coaching to a portfolio of teachers, including weekly observations and feedback and annual formal evaluations.
- Work closely and effectively with parents and families in support of students, especially those struggling to meet expectations.
- Coordinate and help execute effective, responsive parent-engagement events to strengthen connections between parents and the school including fall Back to School night and Parent-Teacher-Student Conferences.
- Serves as member of SMA Leadership Team, Instructional Leadership Team, and Evaluative Council
- Support counseling with the administration of standardized testing.
- Manages Star testing components (student enrollment, test administration, sharing reports, etc.)
- Guide the academic departments and the school in effectively analyzing and responding to student performance data.

- Assists the Head of School in the hiring of new teachers and counselors.
- Maintain a consistent and visible presence throughout the building during the school day and at school-based events beyond the school day.
- Assume additional responsibilities as deemed necessary by the Head of School to advance the St. Mary's Academy mission.
- Assist in the annual revision of the student and faculty handbook.
- Serves on the Admissions Committee (as needed)
- Act as the school Principal in the event they are unavailable.
- Teach up to two classes, as needed.

Professional Presence.

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy, love and care, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team's goals and the results we achieve as the collective responsibility of the entire SMA team; collaborate with colleagues to maximize the team's impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate the team's accomplishments.
- Exhibit a commitment to equity by providing and targeting every opportunity and resource to obtain comparably high academic and other positive outcomes for every student.

Qualifications

In the spirit of the charism of the Sisters of St. Joseph of Carondelet, successful applicants will embody the mission-commitment (*serve*), intellectual curiosity (*learn*), openness to growth (*live*), and joy (*love*) that are central to the character of our team. In addition, they will meet or exceed the following requirements:

- Knowledge of and experience implementing Equitable Grading
- Knowledge of and ability to conduct peer coaching for faculty.
- Bachelor's degree plus demonstrable progress towards a master's degree in school leadership or comparable experience.
- Record of strong student achievement as a middle school and/or high school teacher.
- Success leading adults and shaping a high-performing culture of teaching and learning.
- Proficiency using technology to communicate and to track and analyze data.
- Fluency in Spanish and English preferred.

Compensation and Benefits

- Salary is based on internal pay policy, budget, and prior work experience. Average salary of SMA Assistant Head of School is \$65K-\$85K
- Medical, dental, and vision plan options are covered
- Retirement
- Paid leave
- Teacher Coaching/ Professional Development
- Leadership Opportunities
- Faith Opportunities

Interested candidates should submit a letter of intent explaining your interest in St. Mary's Academy. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community. Letter of intent and resume should be emailed to hr@smabelles.org.