



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Assistant Principal

The Assistant Principal is a full-time, salaried position with a 12-month work schedule, beginning July 1, 2022. The Assistant Principal is one of the educational leaders of the school as a member of the Headmaster's administrative team. The Assistant Principal will report to the Headmaster.

Position Overview

The Assistant Principal is a lead member of the Headmaster's administrative team, assisting with the planning, coordination, and supervision of the day-to-day operations of the school. He or she will also assist with evaluating and developing faculty, maintaining student academic records, and coordinating class schedules and testing.

The Assistant Principal's essential duties and responsibilities are as follows:

Leadership

- Serves as administrative assistant to the Headmaster, relieving him/her of administrative details as needed in the planning, coordination, and supervision of the day-to-day academic operations of the school office
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful, and friendly
- Participates as a member of the Headmaster's administrative team to advance programs and address problems in light of the school mission
- Assists Headmaster in the recruitment and selection of applicants for school-based academic positions
- Assists the Headmaster in developing and executing orientation programs for students and parents

Faculty Development

- Assists Headmaster with the design and implementation of **faculty** professional growth events held during the school year and in the summer
- Assists the Headmaster with planning for faculty meetings and in-service days
- Assists the Headmaster with designing and directing orientation of new faculty and ongoing programs of faculty formation
- Assists the Headmaster with the process of faculty evaluation/class observation and provides teachers with constructive, actionable feedback
- Tracks the certification and accreditation process for faculty and administration
- In consultation with the Headmaster, recruits Resident Educator mentors, matches mentors and Resident Educators, and for each pair monitors the progress of the mentoring program required by the Ohio Department of Education
- Attends state training programs for Resident Educator mentors and ensures that mentors complete required training

- Chairs the Professional Development Committee (LPDC), including overseeing the election of elected members and carries out these functions in accord with Ohio Department of Education guidelines
- Maintains and develops IPDP forms and processes in consultation with the LPDC
- Reviews and approves applications for new and renewals Ohio teaching licenses
- Informs the faculty about licensure requirements and updates faculty of new developments, such as Ohio's four-tier licensure

Administration

- Prepares the master class schedule and room assignments for the beginning of the school year, and updates schedules and room assignments throughout the school year as needed
- Supervises the grading and reporting process, maintains complete academic records on all students, and provides appropriate statistical analysis of grades and major grading patterns for the Headmaster
- Plans school events of an academic nature, including student award assemblies and parent-teacher conferences
- Coordinates, schedules, and implements all state-tests according to the Ohio Department of Education
- Assists the Dean of Students with immediate student disciplinary issues in the event of the Dean of Student's absence

Other Duties

- Appears routinely around the school and at many parent events
- Acts as head of school in the absence of the Headmaster
- Assists the Dean of Students with before-school and after-school car-line routines and procedures
- Teaches one class in certified subject area

Qualifications

The Assistant Principal shall be a person who is well-organized, well-rounded, engaging, and who has the ability to facilitate growth and collaboration inside and outside of the classroom. Additionally, strong candidates will:

- Provide evidence of an ability and commitment to furthering the classical mission and vision of the school.
- Have a minimum of five (5) years of relevant professional experience with an advanced degree in educational administration or a related field
- Show demonstrated track record of success in teaching and leadership experience in a school setting
- Hold an Ohio teaching license
- Hold an Ohio Principal certification or equivalent, or show a willingness to pursue principal certification

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Applicants must submit the following in a single email to Mr. Michael Rose, Headmaster:
mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Statement of your educational philosophy (in 500 words or fewer)
- Resume/curriculum vitae
- Three professional or academic references. Please include email address and phone number for each reference.
- College/university transcripts. Unofficial transcripts are acceptable with the initial application. Official/sealed transcripts will be required if a job is offered.