



## Assistant Elementary Principal

**Posting Date:**

June 15, 2017

**Deadline:**

Position closes when filled

**District/Organization:**

Sacred Heart Academy Elementary – Mt. Pleasant, Michigan

**Position Details:**

Assistant Elementary Principal

**Job Summary:**

Sacred Heart Academy, located in Mt. Pleasant Michigan, is seeking an assistant elementary principal for the 2017-18 school year. Applicants must have a State of Michigan teaching certificate valid for the 2017-2018 school year. Catechetical certification and participation in the VIRTUS program will be required of anyone who is hired. Applicants should be practicing Catholics. The assistant principal is responsible for assisting the school principal in the leadership and day-to-day operations of the elementary school. The ideal applicant will be an administrator who has a genuine passion for Catholic schools, a high comfort level in meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports, interpreting and enforcing school policies and rules, assisting in the planning and implementation of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences, an ability to communicate effectively with parents, and a strong foundation in elementary curriculum. The assistant principal must maintain and model high standards of professionalism. Sacred Heart Academy is a DK-12 grade school of approximately 425 students.

Applicants should submit a résumé, through the U.S. Mail, or electronically. Submit materials to: Mary Kay Yonker, Principal, Sacred Heart Academy 316 East Michigan Street, Mt. Pleasant, MI, 48858, or [myonker@sha.net](mailto:myonker@sha.net).