



Sacred Heart Academy

316 E. Michigan
Mt. Pleasant, MI 48858

Elementary Assistant Principal

Location: Sacred Heart Academy, 200 S. Franklin, Mt. Pleasant, MI 48858

Starting Date: 2024-2025 School Year

Rate of Pay: Based on Experience and Qualifications

Qualifications:

- Practicing Catholic Preferred
- Master's Degree in Educational Leadership or Related Field
- Possess a Michigan Permanent/Continuing or Professional Teaching Certificate
- Possess a Michigan Administrative Certificate or be enrolled in a program
- Five years or more proven successful teaching experience
- The ability to effectively communicate both verbal and written, and effectively interact with diverse stakeholders.

Administrative Duties:

- Understand that this is a ministerial position at a religious institution; understand the fundamental purpose and mission of a Catholic school and follow church teachings.
- Work closely with the principal to implement school policies and procedures, and support the overall vision and mission of the school
- Assist in managing the day-to-day operation of the elementary school, including scheduling, staff supervision and facility maintenance.
- Implement and enforce disciplinary policies, working with teachers and staff to address behavioral issues and promote a positive school culture.
- Ensure the safety and security of students and staff by implementing and monitoring safety protocols and emergency procedures.
- Foster positive relationships with parents, guardians, and community members through effective communication and collaboration.
- Coordinate professional development opportunities for staff to support their ongoing growth and improvement.
- Observe and evaluate teaching practices to provide feedback and support for teacher growth and development.

Apply:

- Send a resume, cover letter, and references to Mary Kay Yonker, Principal, myonker@sha.net.