

## Assistant Principal of Student Affairs - St. Anastasia Catholic School

St. Anastasia Catholic School is seeking an Assistant Principal of Student Affairs who will be loyal and dedicated to St. Anastasia's developing mission of serving Christ and developing His Disciples. St. Anastasia Catholic School is located in Fort Pierce, Florida and serves 520, PreK-8th grade students and their families.

### Job Responsibilities:

- facilitation of student discipline
- coordination of student activities/trips/events
- supervision of aftercare employees and its service to families
- coordination of various support services for school families
- supervision of guidance and counseling services
- supervision of the school resource officer
- general oversight of campus wellness, safety, and security
- leadership of the Safety and Security Committee
- observation and evaluation of one-third of the school's faculty

### Qualifications:

- The Assistant Principal shall have a Bachelor's Degree (Masters Degree Preferred)
- The AP will provide evidence of a valid teaching certificate in the state of Florida, or the equivalent acceptable to the Florida Catholic Conference Accreditation Committee.
- An administrator without preexisting certification must comply with diocesan procedures for obtaining the required administrative certification in a timely fashion.
- The AP will be capable of mentoring, leading, and teaching the Catholic faith inside and outside of the school.

### Benefits:

- Mission-driven, joyful, respectful, working environment
- Ongoing opportunities for professional development and growth
- Being part of a team of school leaders across the Diocese of Palm Beach who share best practices in education, catechetics, and student development
- Salary is based on completion of an administrative certification and previous administrative experience. Salaries are currently set school-wide at 90% of the scale from the St. Lucie County School System and are gradually growing every year with respectable salary increases.
- 17% discount on tuition costs
- Eleven sick days are provided each year which includes two paid personal days
- Free aftercare services on school days for children while the employee is working and attending meetings
- Excellent retirement matching program, dental and vision insurance, life insurance, long-term disability and other fringe benefits from the Diocese of Palm Beach. \*Offered to all full-time employees

This is a full-time, twelve month position (to include a four-week summer vacation to be taken between June 15th - August 1st). The Assistant Principal shall be available as needed during the summer for administrative oversight and to ensure adequate preparation for the school year. There will be some night and weekend work required.

### How to Apply:

**Interested applicants should send a letter of interest, a resume, and a copy of teaching/administration credentials to Mandy MacAdie, HR Coordinator at [mmacadie@sta.school](mailto:mmacadie@sta.school). No phone calls please.** Applications will be accepted through February 28, 2019. Instructional leaders and school administration will meet with selected applicants. General student input will be solicited in the search and screening process. The pastor and principal will select an Assistant Principal of Student Affairs prior to the end of the school year.