

The Franciscan School
Assistant Principal Grades 5-8/Special Areas
Position Opening

The Franciscan School (TFS) is a vital educational ministry of the Catholic Community of St. Francis of Assisi Parish in Raleigh, North Carolina. The K-8 school, established in 2000, is rooted in the Franciscan tradition. TFS provides a life long learning environment embracing the Gospel values of the Roman Catholic faith to approximately 700 students. The school currently has an opening for Assistant Principal (AP) for grades 5-8 and special areas. This is a 12 month full-time position. The person in this position is eligible for the benefits of full-time employees of the Diocese of Raleigh and Catholic Community of St. Francis of Assisi.

The Assistant Principal is an integral member of an administrative and educational team devoted to the success of each faculty and staff member, the success of each student, and the long-term success of The Franciscan School as a ministry of The Catholic Community of St. Francis of Assisi. The AP reports directly to the Principal.

The Assistant Principal will:

-assist the Principal in communicating the school's mission and goals to the school community, fostering an environment of visible Catholic identity, promoting the school as a mission of the parish, and providing opportunities for faith development for the school community.

-assist the Principal in maintaining a positive learning environment, encouraging and supporting professional growth of staff, guiding teachers in reviewing current curriculum and instructional methods; assist in coordinating and implementing a scheduled plan of formal and informal supervision of faculty and staff.

-work collaboratively to develop and promote a positive vision for the school, serve as a key member of the Administrative Team of the School and have a clear understanding of the integral part that the school occupies as part of the Education Ministry of the Catholic Community of St. Francis of Assisi Parish.

-work collaboratively as a key member of the Pastoral Staff to bring forth the mission of the parish. The AP participates in the Pastoral Staff's ongoing formation opportunities including: pastoral staff retreat, days of reflection, family system workshops, etc. The AP also attends staff meetings as designated including ministry of staff presence at Liturgy when scheduled.

-collaborate with teachers in the supervision and discipline of students; plan and implement special programs and assemblies; review plans for 5-8 grades/special area field trips; collaborate with Principal and faculty on Commencement activities; oversee the master schedule process; work in collaboration with the Athletic Director to monitor student-athlete academic and behavioral progress.

-collaborate with the members of the Guidance Team to help students in decision-making, anti-bullying strategies, and behavioral counseling.

-partner with the K-4 AP to maximize the following: strong communication between K-4, 5-8 grades and special areas, successful student transitions, and the continuity, consistency, and quality of educational program from Kindergarten through Eighth Grade.

The successful candidate will:

-be a practicing Catholic, grounded in spirit of the Vatican Council II teachings of the faith, and embrace our Franciscan tradition.

-possess a Master's Degree in School Administration or equivalent and hold, or be able to hold, a North Carolina Administrator's License.

-be a leader who can facilitate partnership with parents, faculty/staff, and the parish as a whole for the benefit of the students

-have a strong teaching background and possess administrative experience in a school setting

-have an understanding and experience in working with adolescents/middle school students

-be technologically proficient, especially in the areas of PC literacy, utilization of electronic communications, school administrative software, PowerPoint presentations, and web-based communications tools

-demonstrate the ability to communicate to large and small groups in both verbal and written manners; have organizational skills to plan and carry out events in detail; be able to motivate, relate to, and interact with people of all ages

-have knowledge of psycho-educational evaluations; an understanding of various learning styles; experience with progress reporting, parent-teaching conferencing, and parent education; insight into issues surrounding each point of student transition, and; an academic and/or practical knowledge of the full scope and sequence of the K-8 curriculum in a Catholic school.

Interested candidates should submit the following for consideration to the search committee:

- Cover letter that includes educational philosophy
- Resume
- At least 4 references and/or letters of recommendation

Materials may be sent via email to Jennifer.Bigelow@stfrancisraleigh.org.