



Assistant Principal – Full Time

Start Date – July 1, 2021

- Applicants should have or be eligible for an Indiana Building Level Administrator License.
- Applicants must be willing to fulfill the mission of Marian High School, a Catholic, diocesan high school: Mission Statement:
Marian High School challenges students to spiritual and moral growth, academic and physical excellence, and social maturity. As a Catholic community, Marian values the sanctity and individuality of each student and strives to live the example set by Jesus Christ as teacher and servant.
- The Assistant Principal position at Marian High School is a full time position. Ideally, candidates would have experience in educational administration.
- Bachelor's Degree is required, but a Master's Degree is preferred.

The Assistant Principal assists the Principal in leading the school especially in the areas of curriculum, faculty training and support, school improvement, and accreditation.

Specific duties include but are not limited to:

1. Serves as spiritual role model for students, faculty, and staff;
2. Supervises all curriculum efforts including the curriculum committee, the diocesan curriculum initiative, and facilitates meetings with feeder schools;
3. Supports the faculty through orientation, mentoring, observation, and evaluation;
4. Oversees the teacher requests for field trips and guest speakers;
5. Oversees standardized testing including WIDA, PSAT, Accuplacer, ISTEP, SAT, ACT, etc.;
6. Assists in the school improvement and accreditation efforts for the state of Indiana and AdvancED;
7. Participates in the Administrative Team and Student Intervention Team;
8. Coordination academic issues with the Learning Strategies Department;
9. Coordinates the substitute teachers for the school;
10. Oversees the School Counseling Department including end of year evaluations for all counseling employees;



11. Participates as an ex-officio member of the Marian School Board and reports on curriculum, technology, school improvement and accreditation;
12. Assists with title funding;
13. Supervises budgets for academic departments;
14. Assists in scheduling the building;
15. Coordinates the school calendar;
16. Meets with students regarding academic and curricular concerns;
17. Assists with supervision of students at athletic and other school functions;
18. Accepts and fulfills any other duties requested by the Principal.

- Interested applicants should email a cover letter and resume to: Principal Mark Kirzeder at mkirzeder@marianhs.org.
- Applicants should also complete the diocesan application materials available at: <http://www.diocesefwsb.org/Data/Accounts/Files/1/PrincipalApplication2019.pdf>. These documents should be sent to Marian High School.