Peninsula Catholic High School in Newport News, Virginia, is seeking a full-time Assistant Principal for the 2022-2023 school year.

This is a 12-month position that reports directly to the Principal. The ideal candidate is a dynamic leader with excellent communication and organizational skills. The Assistant Principal partners with the Principal in the administration, evaluation, and delivery of instruction, school policies, programs, communication, and discipline.

Responsibilities and Tasks: The Assistant Principal primary responsibilities include, but are not limited to:

- Student discipline
- Development of master schedule and curriculum with the principal and counselor
- Coordinating and implementing all aspects of student scheduling
- Coordinating parent/teacher conferences
- Coordinating and monitoring academic records
- Acquiring substitute teachers
- Implementing and schedule standardized testing
- Attending various meetings as part of the administration team
- Collaborating with the Principal and other faculty to implement professional development opportunities
- Other duties as assigned by the Principal

Qualifications:
The successful candidate has a graduate degree in educational leadership or related discipline and should have or is eligible for a Virginia License in Administration and Supervision.

Interested candidates should send a cover letter, diocesan application, and resume to principal@peninsulacatholic.org.

Applications for this position will close on May 16, 2022.

Peninsula Catholic High School, a college preparatory high school in Newport News, serves students of all faith traditions in grades 8-12. Please visit www.peninsulacatholic.org for more information on our dynamic, innovative school.