

## Assistant Principal & Academic Dean – Grades 7-12 Royalmont Academy

### **JOB DESCRIPTION**

The Assistant Principal at Royalmont Academy plays a crucial role in achieving the school's mission by fostering comprehensive formation in academic, human, spiritual, and apostolic areas for grades 7-12. This involves supervising faculty to meet state, Archdiocesan, and Regnum Christi educational standards, conducting assessments, offering coaching, and ensuring a high-quality academic environment. The role includes fostering discipline and order, motivating students to follow rules through personal conviction, and spearheading curriculum development across Pre-K-12, in collaboration with faculty and the Elementary School Assistant Principal, to exceed educational standards. Additionally, as the Guidance Counselor, this position ensures Seniors meet graduation requirements, contributes to the Integral Formation Leadership Team, and reports directly to the Head of School, encompassing faculty and staff management responsibilities.

### **LEADERSHIP AT ROYALMONT**

Royalmont Academy is more than just a school. It is a Christ-centered educational community of excellence, focused on Integral Formation of the students, offering an experience of joy that comes from encountering Christ and becoming apostles eager to exercise their Christian leadership with a spirit of mission, helping the Church build Christ's kingdom, impact culture, and transform society.

### **SKILLS AND QUALIFICATIONS**

- Authentic excitement about sharing the Catholic Christian faith.
- Demonstrates a desire to innovate, including a willingness to forge new paths and test possibilities.
- Ability to cultivate and work in a positive and joyful team environment.
- Excellent communications and organization skills
- Demonstrated ability to use and train on multiple technology platforms
- Holds current State of Ohio education license/certificate appropriate for the position, and verification on all state and Archdiocese child protection mandates.
- University degree, with a post-graduate degree preferred
- Practicing Catholic with an excellent moral reputation, apostolic zeal for working for the Church; possessing a desire to lead, serve, and form youth.

### **MAJOR DUTIES**

- Coordinating the development and implementation of the annual program and budget for grades 7-12, ensuring alignment with educational standards and school objectives.
- Leading the execution of an age-appropriate discipline strategy and cultivating a vibrant, joyful high school culture that promotes personal growth and adherence to the code of conduct.
- Motivating, coaching, and assessing faculty formators for grades 7-12, providing ongoing support and training in academic, human, spiritual, and apostolic formation to enhance teaching effectiveness.
- Collaborating with the formation instructor to implement the virtue program, focusing on practical aspects to encourage student development of virtues out of personal conviction.
- Leading curriculum development efforts, overseeing curriculum instruction, textbook and supplemental material assessment, and ensuring compliance with accreditation standards and educational requirements.
- Coordinating faculty professional development in collaboration with the PreK-6 Assistant Principal, aimed at continuous improvement of instructional skills and knowledge.
- Providing personal attention to students, utilizing positive motivation and an understanding of developmental needs to foster a supportive and formative educational environment.
- Planning and implementing logistics for school activities (e.g., assemblies, campaigns) to maintain a conducive learning atmosphere, coordinating with the athletic director to support the athletics program's growth and operation.

## **APPLICATION**

To apply please send a resume and cover letter to Joshua Ater at [jater@royalmont.org](mailto:jater@royalmont.org).