Job Title: Middle/High School Assistant Principal

Position Type: Full-Time; 1.0FTE – 2022-2023 School Year

Pay Range: $57,500 - $65,000 based on experience and professional criteria

Location: Academy (Middle/High School) Campus

Reports To: Academy Principal

SUMMARY:

The Academy Assistant Principal assists the Academy Principal with the implementation of the School’s mission and vision for classroom instruction, school culture, and school operations within LCS’ middle and high school programs (grades 6-12) at the Academy Campus. The Academy Assistant Principal will support and enact a positive student culture and safe environment conducive to learning, and will develop strong community and family partnerships. The Academy Assistant Principal directly reports to the Academy Principal and performs other duties as assigned by the Academy Principal and the LCS Executive Director. The Academy Assistant Principal is an exempt position.

ADHERENCE TO LCS MISSION:

Mission: Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

DUTIES AND RESPONSIBILITIES:

- Under the direction of the Academy Principal and the LCS’ Executive Director and in accordance with LCS Board policies, implement the School’s mission and vision in LCS’ middle and high school programs
- Support the Academy Principal to:
  o Develop and sustain a positive, supportive, and learning-centered student and staff culture
  o Maintain respectful, community-minded, and learning-centered student behavior
  o Equitably enact the School’s student code of conduct and dress code
  o Oversee student attendance and behavioral expectations and consequences, including the management of student attendance and discipline data
  o Implement the School’s safety plan and security protocols
  o Coordinate with non-academic operations and support staff on the Academy Campus
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- Build and maintain family and community relationships including through systematic outreach and support of robust after-school programming as assigned by the Academy Principal
- Coordinate and supervise student extra-curricular activities as assigned by the Academy Principal
- Support and enact the compliance with all local, state, and federal employment, due process, and special education policies and laws onsite in coordination with the Academy Principal and LCS’ Executive Director
- Support and enact the compliance with all standardized testing regulations and effectively execute all standardized tests in partnership with the teachers onsite
- Maintain confidentiality and privacy of all school records
- Other duties as assigned by the Academy Principal and LCS’ Executive Director

OTHER DUTIES:

- Support Academy instructional staff with the maintenance of classroom environments which are focused on learning
- Create, coordinate, and monitor Academy Campus program initiatives (Student Government, Parent Volunteer Hours, etc.)
- Supervise and oversee hall watch, school security, lunch, student entry, student attendance, and school services
- Coordinate the supervision of Academy Campus student activities (dances, concerts, orientation programs, etc.)
- Perform such other duties as assigned by the Academy Principal and LCS Executive Director

EDUCATION AND EXPERIENCE:

- Previous experience with school leadership and administration
- Knowledge and experience with classical and/or liberal arts education
- Experience supporting and/or developing students and student behavior in a school environment
- At least 3 years teaching experience
- Master’s Degree in Educational Leadership preferred

EMPLOYMENT INFORMATION:

- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school
- This position will be exempt, meaning that the employee is not entitled to overtime pay

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities
PAY AND BENEFITS:

Pay: $57,500 - $65,000 based on experience and professional criteria

Benefits:
- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Sick Time

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.