



Back to the Employment Listings on the Blessing Pages»  
<https://blessingpages.com/employment.html>

## EMPLOYMENT LISTING

### Upper School Assistant Principal

St Louis, MO

**Summary:** Principia School is seeking an experienced, passionate, and dedicated individual to join our positive and high-performing team as an Upper School Assistant Principal. In this role, you will work closely with the Principal to manage the daily operations of the school, including managing the Upper School schedule, morning meetings, chapels, and rosters, securing substitutes and more. We are looking for a person with the courage to lead, the desire to build relationships with students and faculty, and with a focus on maintaining standards of excellence and best practice helping to create a positive environment that enables students to thrive.

#### Primary Responsibilities

- Provides leadership and management expertise in support of Principia Upper School's whole person educational offerings.
- Provides instructional leadership and responsible for effective academic development and social program operations in collaboration with faculty and Home Department colleagues.
- Communicates frequently with parents regarding academic and co-curricular programs.
- Maximizes opportunities for academic development and character education.

Logistics:

- Coordinates and supervises the day-to-day running of the school including school events, social activities and programs.
- Collaborates with the principal to manage the school budget and resources.
- Ensures compliance with all federal, state and local regulations and laws.
- Provides support for evaluation and assessment of individual faculty, departments, and programmatic excellence.
- Works with the Principal of the Middle and Upper School to develop a shared identity/vision.
- Communicates with students, parents and teachers effectively; promptly responds to and initiates oral, written, and electronic communications.

- Works with Admissions to coordinate visiting days/weekends; corresponds with students and applicants.
- Provides a unifying approach to cross-curriculum mentoring, problem-solving and teamwork.
- Willingness to turn readily to God for guidance.

#### Academics:

- Assists the principal in developing, implementing, and evaluating academic programs and policies.
- Assists faculty with curriculum framework (backward planning using Understanding by Design).
- Assists the principal in ensuring all academic programs and curriculum meet high-quality, rigorous and engaging standards with a Future-Ready focus.
- Supports teachers to design and implement effective instructional strategies to improve student achievement.
- Monitors student progress and works with teachers to provide interventions and support as needed.

#### Culture:

- Supports Principal with the development and implementation of progressive behavioral management policies and procedures.
- Strengthens equitable and inclusive learning, living and working cultures.
- Supports and inspires spiritual foundation of students, faculty, staff and parent body.
- Deals with student behavior issues and conflicts in a fair and consistent manner.
- Provides guidance and support to students, staff and parents on student progress.
- Ensures a safe and positive learning environment for all students.

#### Core Competencies

- **Positivity:** Optimistic, positive, and focused on elevating and bringing out the very best in themselves and others. Faculty and staff are invited to understand teammates' strengths and how they can complement each other.
- **Team players:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner.
- **Strategic thinkers:** Ability to consider complex topics from multiple perspectives and offer innovative solutions.
- **Relationship Builder:** Builds and sustains strong connections with a genuine interest in others.
- **Communication:** Communicates well (written and verbal), delivers compelling presentations, has strong listening skills, passion and drive, and both intellectual and emotional intelligence.

- **Proactive:** Ability to self-start.
- **Dependability:** Works within deadlines and under occasional heavy workloads.
- **Planning and Organizing:** Prioritizes and plans work activities; uses time efficiently; manages multiple projects and tasks simultaneously

### **Minimum Qualifications**

- Student of Christian Science
- Supportive of Principia’s mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Master's degree in education or related field
- Administrative certification preferred
- Proven experience as an assistant principal or in a similar leadership role
- Committed to secondary education and strong educational background in secondary education
- Strong organizational and leadership skills
- Excellent interpersonal, communication and problem-solving skills
- Knowledge of current trends and best practices in education
- Academic administrative experience and teaching experience, ideally within a private school environment
- Experience in innovative leadership and the ability to bring out the best in others through coaching and mission-driven objectives
- Excellent written, verbal and listening skills with a demonstrated ability to communicate successfully with students, faculty, parents, and external audiences
- Willingness to turn readily to God for guidance

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

### **Equal Opportunity**

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: [www.principia.edu/jobs](http://www.principia.edu/jobs); [Beth.Trevino@principia.edu](mailto:Beth.Trevino@principia.edu); 618-374-5202