

Holy Trinity Catholic School, located in the Beaverdale neighborhood of Des Moines, is seeking a dedicated and dynamic academic and religious leader to serve as **Assistant Principal** for the 2024-2025 school year. The successful candidate must be a practicing Catholic with knowledge of Catholic teachings. Holy Trinity School is a two-section school and currently serves 405 students in preschool through eighth grade.

Job Description: Assistant Principal

Reports to: Principal

Purpose: The Assistant Principal serves as a member of the leadership team to implement building-wide academic and behavioral interventions/supports

Duties and Responsibilities:

Primary Responsibilities

- Student Services
 - Prepare and review student 504 accommodation plans in compliance with IDEA.
 - Coordinate standardized testing (ISASP, FAST assessments, ACRE, etc.) including testing schedule, make-up testing,
 - Work with principal and teachers reviewing data and communicating progress
 - Coordinate with Des Moines Public Schools to prepare, implement, and review IEPs for identified students.
 - Lead school support services and resources by assisting the Learning Support teachers and Counselor with academic and behavioral student intervention needs.
- Positive Behavior Intervention and Supports (PBIS)
 - Support teachers in classroom management, discipline, and safety
 - Participate in implementing disciplinary policies and procedures related to student behavior and achievement; ensure confidentiality of student records.
 - Serve as the leader and internal building coach for the Positive Behavior Intervention and Supports (PBIS) team. Disseminate information about PBIS procedures to stakeholders. Assign consequences for inappropriate student behavior according to the PBIS matrix in the student handbook. Assist the teacher leadership team in managing the PBIS shopping carts and shopping days and coordinating PBIS school-wide assemblies.
 - Maintain all student disciplinary records, including infraction forms, office referrals, and consequences given per incident
 - Maintain and oversee all student attendance records, including tardies
 - Respond to difficult and sensitive student, parent, and faculty inquiries
 - Communicate proactively with faculty, staff, students, and parents
 - Supervise students on campus before and after school; monitor students during lunch, passing periods and other activities, as assigned; discipline students according to established PBIS guidelines.
- Family/Community Partnerships

- Serve as a liaison with the Holy Trinity School and Family Organization; collaborate with parent volunteers to assist with the SFO events and fundraisers throughout the school year and communicate between the SFO, staff, and community

Additional Leadership Duties:

- Attend regular staff meetings, student/parent meetings, and other meetings as directed by the Principal
- Assist Principal in teacher supervision and evaluation
- Assist Principal in completion of Diocesan and State Reporting
- Assist the Principal in planning school wide professional development
- Assist the Principal if necessary in preparing and presenting reports, letters, memos, and other necessary correspondence to students, staff, and parents
- Serve on school committees such as the Site Intervention Team, Guiding Coalition, Student Support Team, Building Leadership Team, and other committees as assigned by the Principal
- Arrange for substitute teachers

Qualifications:

Successful candidate must be a practicing Catholic with knowledge of Catholic teaching and doctrines and must hold valid Iowa administrative license with evaluator approval. Please submit a cover letter, resume, three letters of reference, and a copy of Administrator license to Donna Bishop at dbishop@dmdiocese.org. Applications will be accepted until the positions is filled. Please direct any questions to the Catholic School Office at 515-237-5040.