



Saint Francis Catholic School

"28 Years of Growing Together in Faith and Knowledge"

ASSISTANT PRINCIPAL JOB DESCRIPTION – 2025.26

Contract – Full time 7:00 a.m. – 4:00 p.m. – Monday – Friday
12-month employee

St. Francis Catholic School, located in Hilton Head Island, SC, invites applications for a full-time Assistant Principal beginning in August 2025. The highest priority is given to candidates with a Masters degree in Elementary Education from an accredited college or university, with at least three years of successful school leadership experience with an emphasis on PreK through 8th grade students. Every employee at St. Francis Catholic School requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs. We are looking for a resourceful and energetic administrator, preferably of the Catholic faith who is ready to assist the Principal in the performance of the various leadership responsibilities which are associated to the successful administration of the school unit, and the specific duties which are assigned by the Principal. The Assistant Principal is directly responsible to the Principal, following the standards outlined by the Diocese of Charleston.

Duties

- Partner with the Principal
- Responsible for the issues of school management
- Assists the Principal in the development and implementation of school restructuring programs, consensus and team building models, interdisciplinary teams and shared decision making.
- Coordinate and supervise student activities and services
- Responsible for the safety, conduct, and general welfare of students
- Help to create school-wide goals including those related to student learning and student behavior
- Direct supervision of any employee upon delegation of this responsibility by the Principal
- Oversee student discipline
- Set academic schedules for teachers and students
- Develop, oversee and manage curriculum and instructional planning, and the implementation of the curriculum
- Participate in carline duty and traffic control
- Manage all policy handbooks
- Oversee daily school operations
- Monitor classes and faculty performance

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- Oversee the progression of the school's Blue Ribbon certification program
- Assist the principal with interviewing and evaluating instructional and non-instructional staff
- Order necessary supplies and curriculum for faculty
- Manage and review lesson plans
- Implement school policies and regulations
- Conduct professional development for faculty and staff
- Supervise student/parent activities both during and after school hours including but not limited to: school assemblies, academic awards, athletic activities, parent teacher conferences, and fine arts productions
- Enforcing student attendance policies
- Having a presence in the hallways during passing periods in Middle School
- Serve as the Diocesan mentor representative
- Meeting with parents to discuss student behavioral or learning issues
- Work with testing coordinator to assess data such as test scores and state standards
- Attend all required Diocesan professional and spiritual development opportunities
- Evaluate teachers and learning materials to determine areas for continuous improvement
- Coach teachers on instructional methods and assess student learning
- Oversee Middle School House System
- Oversee Middle School Clubs
- Oversee Middle School Leadership Academy
- Assists the Principal in the development of programs and methods designed to increase and enhance parent participation in and acceptance of school practices.
- Perform any other relevant tasks assigned by the Principal.

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates should be familiar with the use of technology and electronic data along with the willingness to continue to develop skills in this area. Candidates should be fluent in computer, printer, SmartBoard, copier, Google Classroom, and other learning management system usage.

TO APPLY:

Qualified candidates should send a resume and cover letter to Principal, Andrea Smith andrea.smith@sfcshhi.com.