Job Description

Administrative Team Member

TITLE: Administrative team member

RESPONSIBLE to: Principal
Pastor

QUALIFICATIONS: Certified Indiana teacher and working on Indiana Certification in Building Level Administration or willing to acquire certification in Building Level Administration if requested by Principal.

Live according to the tenants and teachings of the Catholic faith
Support and foster Catholic uniqueness of school
Utilize Gospel values as the basis for decision-making

Demonstrate an aptitude for successful fulfillment of assigned responsibilities from the Principal and/or Pastor according to the state standards, but with an emphasis on the Catholic faith and how it is fully lived

CLASSIFICATION: Certified
Salary negotiated with Principal and Pastor
Length of contract negotiated with Principal and Pastor

DUTIES/RESPONSIBILITIES: The Administrative team member fulfills responsibilities as assigned by the Principal according to the National Standards and Benchmarks for Effective Elementary and Secondary Schools. Those Standards are as follows:

Standard 1: An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic identity rooted in gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service.

Standard 2: An excellent Catholic school adhering to mission provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.

Standard 3: An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.

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Respond with cover letter and resume to cherylklinker@saintv.org.