



CHRIST THE KING SCHOOL

Enriching Minds ~ Enhancing Faith

1920 Barberry Drive, Springfield, Illinois 62704

www.ctkcougars.com

(217) 546-2159

Job Posting:

ASSISTANT PRINCIPAL

The Assistant Principal will be part of the Administrative team and assist the Principal in carrying out the mission, vision, and core values of Christ the King Catholic School.

Primary responsibilities include:

- Assists the Principal with review and revision of curriculum, handbooks, and policies as required
- Assists the Principal with the organization of faculty evaluation and the instruction process to enhance and/or create a culture of professionalism, improved instruction, and an overall excellence in providing a quality Catholic education
- Assists the Principal in enforcing school policy, discipline, and code of conduct
- Assists in the interviewing and hiring of new faculty and staff
- Generates and communicates the weekly eligibility reports
- Communicates with the faculty regarding accommodation plans and individual service plans for students
- Assists in the hiring of substitute teachers and filling of substitute positions as needed throughout the school year
- Is the administrator in charge when the Principal is out of the building
- Other administrative duties as deemed necessary by the Principal

QUALIFICATIONS

- The candidate must hold a valid Illinois Professional Education License (PEL) as well as Administrative Certification or be actively working towards Administrative Certification.
- The candidate must be an active Catholic, registered at a parish, and believing in the fullness of the Catholic faith.

Please send a letter of interest, completed application for certified job position from our website at <https://www.ctkcougars.com/job-opportunities> , and a resume by email to Jill Seaton, Principal at seaton@ctkcougars.com or by mail:

Christ the King School
Attention: Jill Seaton, Principal
1920 Barberry Dr.
Springfield, IL 62704

Deadline for application is October 13, 2023

