



About O'Dea High School

O'Dea High School is a Seattle Archdiocesan Catholic school whose mission is to educate young men and prepare them to be men of character, faith, and service. O'Dea High School provides young men with a Catholic, college preparatory education. In the spirit and tradition of the [Essential Elements](#) of an Edmund Rice Christian Brothers education, O'Dea's diverse, single-gender learning environment lays a rich foundation for the academic and social development of our students.

Position:

Assistant Principal for Academics

The Assistant Principal for Academics leads the learning and teaching function of the school. This role oversees school improvement, supervises the faculty, manages curriculum articulation, designs and coordinates professional development, and allocates departmental and Title funding. The Assistant Principal for Academics works closely with both the Principal and the Assistant Principal for Student Services to balance a rigorous academic curriculum with the development of the whole student.

Qualifications

Master's degree in Educational Administration/Leadership.

Principal certification strongly preferred.

Experience leading teachers in collaborative and shared work practices such as PLC's and peer observation strongly preferred.

Washington State teaching certification preferred.

Prior secondary teaching experience.

Experience/proficiency in constructivist lesson design, creative problem solving, inquiry-based education, data driven instruction and/or the use of technology in the classroom.

Successful experience in administration and teaching with socioeconomically, racially, culturally, and linguistically diverse populations strongly preferred.

Essential Functions

- Oversee accreditation process and academic strategic plan implementation.
- Serve with administrative team to drive the day to day activities and contribute to the overall effectiveness of the school.
- Foster formal and informal teacher leadership.
- Develop culture of professional collaboration and problem solving.
- Ongoing evaluation of curriculum in light of O’Dea’s philosophy.
- Lead curriculum alignment, development of formative assessment practices and mastery orientation.
- Research current and future educational trends.
- Recruitment and hiring: ensure positions are posted as early in the hiring cycle as possible, seek new cost-effective avenues to post openings to promote deeper and more diverse talent pool, write and revise job descriptions and postings, screen candidates, participate in interviews and teaching auditions.
- Teacher induction and mentoring: arrange learning school policy and technology over the summer prior to start of in-service activities, connect with focus area leader for mentorship in learning to navigate O’Dea (guide and monitor focus area leader), plan, deliver, and evaluate new teacher in-service, plan and lead monthly new teacher meetings, (for teachers new to the profession) provide intensive personalized monitoring and support.
- Teacher evaluation: monitor faculty performance, provide feedback and support for improvement, prepare annual evaluations, collaborate with faculty in selecting appropriate professional growth goals and metrics, ensure faculty effectively pursue professional growth goals, initiate and implement improvement and probationary processes as needed.
- Professional development: Track patterns of development needs across faculty and important educational innovations having large potential impact for our community that are consistent with school identity and philosophy. Conduct growth-oriented observation cycles rooted in 5D teaching framework (pre and post conferencing, observing, short term goal setting), arrange appropriate before and during school year in-service trainings on highest priority areas aligned with broad faculty needs and directly relevant to teaching practice. plan and implement professional development experiences in faculty meetings, promote sharing of practices and challenges across focus areas, promote and coordinate instructional coaching directed toward teacher selected growth goals, monitor and assess external professional development opportunities, promote specific opportunities relevant to specific teachers and focus areas, screen applications for use of professional development funds, manage logistics of participation in external events.
- Approve syllabi and textbook changes.
- Maintain curricular materials list and oversee acquisition of materials.
- Ensure appropriate incorporation of technology into curriculum (with Director of Ed Tech).
- Manage school professional development budget, departmental spending, and Title II budget.

- Monitor teacher grades.
- Communicate with parents/guardians and address concerns about curriculum, faculty, or other matters.

Required Knowledge, Skills, and Abilities

- **Knowledge of:** subject area(s), effective behavior management techniques; effective instructional techniques, rules and procedures for student safety.
- **Skill in:** proficiency in reading, writing, and oral communications; effective communication with parents or guardians in a diverse community; designing and implementing lesson plans for students having a wide range of achievement; using a variety of instructional strategies to engage student learning through innovative, relevant learning experiences. This is also a supervisory position, so leadership and communication skills are vital for success.
- **Ability to:** interact with students in a positive and confident manner; be fair and consistent when working with a culturally, racially, and economically diverse student population; adapt to change and remain flexible; organize activities; manage student behavior; use good judgement to maintain a safe learning environment; establish and maintain positive working relationships with students, parents or guardians, staff, and administrators to provide student-centered learning; to teach a broad range of achievement levels; to integrate technology into student learning.

A competitive salary and benefits package, commensurate with experience and effectiveness will be provided. The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

While we are a Catholic school, O'Dea welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating co-curricular activities and coaching sports