



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 Student Services

The Assistant Principal for Student Services is the Administrator who is the advocate for students, families and the Student Services personnel. This role provides leadership to the Counseling Department, the Educational Support Services, the House System, the registrar and Campus Ministry. The Assistant Principal for Student Services works closely with both the Assistant Principal for Academics to balance Student Life at O'Dea with a rigorous academic curriculum.

Qualifications

Master's in School Administration and School Counseling

Certification in School Administration and Counseling preferred

Successful experience in Administration and Counseling with socioeconomically, racially, culturally, and linguistically diverse populations strongly preferred.

Essential Functions

- Is a member of the Administrative Team
- Supervises all personnel in the Counseling Department, Campus Ministry, the House System, the Registrar's Office and the Educational Support Plan department
- Supervises all student club activities
- Supervises all House Activities
- Supervises all Campus Ministry
- Supervises the Counseling, College Counseling program and testing programs

- Collaborates with the Admissions Committee and assesses the academic qualifications of potential freshmen student applicants.
- Supervises the planning and preparation of orientation programs for students and parents.
- Supervises and plans the Freshman Registration event
- Works with the Principal to develop a Master Schedule
- Works with the registrar to develop student schedules; reviews all schedule change requests
- Annually reviews and revises the Student Handbook and the Faculty/Staff Handbook
- Is the AP Audit Coordinator

Required Knowledge, Skills, and Abilities

- This position requires that a person is skilled in working with both adults and students. The Assistant Principal for Student Services is in a unique position to provide guidance to students and their families along with advising the faculty and staff as we work together as a team for the best experience for the students.
- This is also a supervisory position, so leadership and communication skills are vital for success
- Knowledge of PowerSchool is ideal but not required.

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