



OFFICE OF CATHOLIC EDUCATION

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

Telephone: 215-587-3976 • Fax: 215-933-5235

Assistant Principal for Student Affairs

**Conwell-Egan Catholic High School
611 Wistar Road
Fairless Hills, PA 19030**

The Archdiocese of Philadelphia, Office of Catholic Education, seeks a dynamic, innovative, results-driven leader for **Assistant Principal for Student Affairs at Conwell-Egan Catholic High School**. The position awaits the energetic, visionary leader who demonstrates a strong commitment to Catholic education, exceptional leadership skills and positive experience leading a high performing school.

The candidate must possess the skills and ability to motivate and evaluate teachers, use data to drive continuous school improvement, and ensure a climate conducive to learning where the dignity of the human person is first and foremost. Creativity and 21st Century leadership skills are required to be successful in this position.

Candidates for leadership positions within the Archdiocese of Philadelphia Secondary Schools will find great opportunity for learning and growth within the recently redesigned management and operational structure of the organization. School leaders ready to transform Catholic education in the Philadelphia region are welcome to apply.

Duties & Responsibilities:

- Collaborate with the Principal and Campus Minister in integrating the Catholic Faith and culture into the school's entire program.
- Provide personal and visible leadership to all members of the learning community and seek continuous school improvement in a student-centric environment.
- Work collaboratively with all members of the administration.
- Collaborate with faculty, parents, and students to provide a school climate conducive to learning.
- Support faculty in building positive relationships and community in classrooms, especially as it relates to issues of discipline, classroom management, and belonging.
- Follow all mandated reporting procedures as designated by the Office of Child and Youth Protection and ensure all policies are followed by colleagues at the school who are handling any student issues.
- Demonstrate instructional leadership by understanding academic standards, unit planning and by participating in the evaluation of teachers.
- Provide personal and visible leadership to all members of the learning community and seek continuous school improvement in a student-centric environment.
- Participate in the evaluation and coaching of teachers,

- Prepare, coordinate, and manage the school activities program with the assistance of the activity and club moderators in consultation with the President and Principal, for example, clubs, dances, proms, programs, student fundraising drives, baccalaureate and graduation exercises, Ring Ceremony, School & senior Portraits, etc.
- Coordinate the Student Council, with the assistance of the faculty moderators.
- Prepare the annual and monthly activity calendars in consultation with the other administrators.
- Coordinate the daily announcements with Student Government while collaborating with other departments and stakeholders (i.e. Athletics, Marketing, Campus Ministry)
- Register and schedule all school activities, assemblies and use of the auditorium and gymnasium.
- Coordinate bus transportation for school clubs and activities.
- Determine, in consultation with the Principal, policies and guidelines for student clubs and activities.
- Appoint, in consultation with the Principal, the club/activity moderators and supervise their performance.
- Coordinate the school's activity program with the assistance of the activity moderators.
- Create, maintain, and communicate school, community and activity calendars in collaboration with other stakeholders.
- Collect registration information for all sports, clubs and activities and input rosters into PowerSchool.
- Collaborate with the School Accountant and Tuition Officer regarding the collection of funds and fees.
- Administer the expenditure of funds for student activities.
- Coordinate all school dances and proms in conjunction with the Student Council moderators.
- Coordinate all school productions, programs, tickets, and publicity in conjunction with the moderators
- Arrange for photographs for selected school events.
- Order and distribute school rings.
- Arrange baccalaureate and graduation exercises.
- Coordinate, with the assistance of the faculty moderators, various school organizations such as the National Honor Society and Student Council.
- Assume responsibilities delegated by the Principal or President.

Qualifications:

- Administrator candidates must possess a Master's degree from an accredited college or university with a concentration in educational administration.
- Pennsylvania Principal Certification and administrative or supervisory experience are desired where applicable.
- Administrative or supervisory experience are desired where applicable.
- **Applications to be practicing Catholics as verified by the pastor of the parish in which they are registered.**

The position of **Assistant Principal for Student Affairs** is a 12-month position.

Candidates interested in the position of **Assistant Principal for Student Affairs** should send their cover letter, resume, salary requirements and transcripts to Ms. Christine Jenkinson, Office of Catholic Education, cjenkinson@archphila.org.

Please note **APSA CE 2025** in the subject line.

The deadline for application is June 16, 2025.

PA required clearances and child abuse clearances and official transcripts will be required before employment can begin.

Interviews will be granted to the most qualified applicants. The Office of Catholic Education may waive qualifications relating to experience and education if such a waiver is warranted by other considerations.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.