



OFFICE OF CATHOLIC EDUCATION

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

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

Assistant Principal for Student Services

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 the Assistant Principal for Student Services position at **Conwell-Egan Catholic High School**. This 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.

As a Catholic school, we are committed to providing a strong foundation that fosters faith, fellowship, and family. We strive for academic success for our students by maintaining high expectations, a safe environment, and cultivating partnerships between students, parents, staff, and the community.

This position is tasked with carrying out initiatives aimed at maintaining enrollment. The Assistant Principal reports to the Principal and aids in the efforts to advance the overall mission of the school.

DUTIES AND 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.
- Collaborate with faculty, parents, and students to provide a school climate conducive to learning.
- Design and develop a continually relevant discipline policy which ensures the dignity of the student in all matters.
- Communicate the discipline policy to all members of the learning community.
- Communicate all discipline matters of a serious nature to the Office of Catholic Education in a timely fashion and as well, complete all required documents.

- 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.
- Maintain all records for student attendance, tardiness, and discipline following procedures as determined by the student information system.
- Collaborate with faculty in developing techniques for positive classroom management and behavior modification.
- Supervise the work of the Counseling Office.
- Prepare the budget for the Student Services Office in collaboration with the President and Principal.
- Be highly present and visible throughout the day.
- Manage both the school discipline and attendance policies.
- Manage and monitor hallway traffic via Smartpass.
- Supervise hall monitors.
- Plan, practice, and supervise safe school policies including all drills, evacuations, etc. and keep records of all plans and practices.
- Complete student safety reports for the Office of Catholic Education and other entities as requested.
- Supervise the work of the health office and coordinate students' leaving school for health reasons.
- Process early dismissal requests from parents.
- Coordinate student transportation with local public school district providers.
- Supervise the administrative assistants for the APSS.
- Coordinate and collaborate with the School Nurse.
- Coordinate with the counseling staff in supporting student development of self-regulation and positive, effective coping skills.
- Work to identify at-risk students struggling socially, academically, or behaviorally.
- Demonstrate instructional leadership by understanding academic standards, unit planning and by participating in the evaluation of teachers.
- Assume other duties and responsibilities as assigned by the Principal or President.

QUALIFICATIONS AND EXPERIENCE

- Master's degree from an accredited college or university with a concentration in educational administration.
- Administrative, supervisory, or leadership experience are desired where applicable.
- Applicants to be practicing Catholics as verified by the pastor of the parish in which they are members.
- Strong oral and written communication skills.
- Ability to work productively and positively with staff, parents, and community.
- Strong motivational and organizational skills.
- Ability to promote an environment which fosters high expectations for students, staff, and self.
- **Applications to be practicing Catholics as verified by the pastor of the parish in which they are registered.**

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

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

The deadline for application is June 16, 2025.

Interviews will be granted to the most qualified applicants.

Applicants must be practicing Catholics as verified by the pastor of the parish in which the applicant is registered.

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

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.