



# Saint John Paul II

*Live By The Spirit Of Faith.* ACADEMY

***Saint John Paul II Academy, a college-preparatory coeducational (diocesan) high school in the Lasallian tradition, is now accepting applicants for the position of Assistant Principal for Academic Life (please see job description below) for the 2019-20 academic year. A Master's Degree in Educational Leadership or a related field is REQUIRED. This is a 12 month position and would begin July 1, 2019. Applications will be accepted until 5/22/19.***

The Assistant Principal has delegated authority from the Principal for the Academic Life of the school. The Assistant Principal is accountable to the Principal. Among the duties of the Assistant Principal are the following:

- Assumes major responsibility for the development and supervision of the curriculum
- Chairs the Academic Council
- Coordinates the student program of studies for all grades and gives final approval for all course changes for students.
- Supervises student achievement and plans for remediation of poor achievers.
- Supervises and evaluates teachers
- Approves textbooks and publishes book lists. Maintains student records
- Approves field trips in collaboration with the Assistant Principal for Student Life
- Assists Principal in the recruiting and hiring of faculty
- Administers the federal grant programs (Title I/II/IV)
- Administers the Summer Readiness and Summer School programs
- Assists with coordination of the student information system (FACTS) of the school
- Assisting the Assistant Principal for Student Life as needed
- Consults with parents of students making poor academic progress
- Works with School Counseling Department
- Assists in resolution of academic conflicts between teacher/student, student/teacher, parent/teacher
- Coordinates Parent/Teacher Night
- Assists in the professional development of teachers
- Reviews and distributes educational literature
- Serves as a member of the Admissions Committee
- Supervises the creation and implementation of the master schedule of classes
- Coordinates academic awards assemblies
- Prepares semester examination schedules
- Performs other duties as assigned by the President or Principal.

***Salary is commensurate with experience based on our scale and the benefits program includes healthcare and retirement offerings. All applicants must be certified or currently working toward secondary school certification. Interested parties should submit their letter of interest and resume to:***

**Mr. Edward B. Bernot, Principal  
4001 North Military Trail  
Boca Raton, Florida 33431  
[ebernot@sjpii.net](mailto:ebernot@sjpii.net)**