



## Vice Principal of Academics

The Vice Principal of Academics of Bishop Chatard reports directly to, and is supervised and evaluated by the Principal. The Vice Principal of Academics advances the mission of the school through integration of its Catholic mission and ongoing improvement of classroom instruction. The Vice Principal will accomplish this in the following ways:

### **Catholic Mission:**

- Working with the principal to integrate the Catholic mission and identity into the instructional process

### **Curriculum and Instruction:**

- In coordination with the Principal, planning and directing school-wide curriculum and instruction
- Analyzing student performance data to measure growth toward academic excellence
- Coordinating and supervising, in partnership with the Guidance Department, all standardized tests
- Directing revision of curriculum guides and Canvas courses of study
- Along with Department Chairs, coordinating the textbook adoption process
- Overseeing and coordinating summer school operations

### **Faculty Development:**

In collaboration with the Principal;

- Ensuring the recruitment, selection, orientation, mentoring, and retention of faculty and appropriate staff; seeking and retaining those who meet the highest level of professional standards and commitment to the mission of the school
- Oversees the implementation of the school's Catholic Educator Advancement Program (CEAP) which provides the framework for a comprehensive program of faculty formation, goal setting, assessments and compensation;
- Planning, scheduling, and directing in-service programs which facilitate and enhance the professional development of faculty and staff
- Oversees the work of faculty members, including department chairs, the Director of Guidance, the Director of Academic Resources and the Academic Administrative Assistant; conducting their annual performance appraisals, and making personnel decisions based on those appraisals
- Appointing academic leadership positions within the faculty.
- Working with the the Chief Information Officer to provide the technology required to support curriculum and instruction

### **Policies and Procedures:**

- Reviewing, implementing, and assessing current school improvement plans, policies, and procedures (relative to curriculum and instruction), and proposing changes or modifications as needed
- Preparing the *Faculty Expectations* document, leading an in-service on said document, and conducting an annual review to assess the need for its revision
- With the Director of Guidance, planning the students scheduling of courses, and

determining personnel assignments for the subsequent year

- With the Guidance Department, reviewing admission applications from potential incoming freshmen and transfer students to assess the school's ability to meet their academic and social/emotional needs
- As part of a collaborative team, reviewing those policies, programs, and activities which affect the quality of the life of the school and directing change as needed
- As part of a collaborative team, reviewing and updating the Student Handbook and presenting any changes to the handbook to students at orientation

**Administrative:**

- Meeting regularly with the principal to keep him/her informed of academic related activities, needs, and concerns
- Ensuring the completion of all state, federal, and archdiocesan reports related to academics
- As part of a collaborative team, contribute to the development of the annual school calendar for approval by the president
- Ensuring regular meetings of the academic departments, and meeting with the Department Chairs as needed
- Attending President Council meetings

**Communications and Promotion:**

- Providing the Executive Director of Marketing and Communications with a timely flow of information regarding student or faculty academic achievements and accomplishments
- Assisting in the admissions promotion and development efforts of the school as needed.
- Representing the mission and academic objectives of Bishop Chatard High School to the wider community at school community events.

\*Applications are due by May 20, 2022.

Please submit a cover letter and resume to:

Maureen Malarney

Bishop Chatard High School  
5885 Crittenden Avenue,  
Indianapolis, IN 46220

[mmalarney@bishopchatard.org](mailto:mmalarney@bishopchatard.org)