



**CENTRAL
CATHOLIC**
HIGH SCHOOL

Men of Faith, Men of Scholarship, Men of Service

CENTRAL CATHOLIC HIGH SCHOOL

**4720 Fifth Avenue
Pittsburgh, PA 15213**

Position Description
Vice Principal of Academics

Vice Principal of Academics Position Overview:

Central Catholic High School (the School) invites applications for the position of Vice Principal of Academics. This is a 12-month, full-time administrative role that reports directly to the Principal and serves as a key member of the school's leadership team. The Vice Principal of Academics will provide vision, oversight, and leadership for the school's academic program, ensuring it is rigorous, mission-driven, and responsive to the evolving needs of students and faculty.

As a Catholic, Lasallian institution, the School is committed to forming young men into Men of Faith, Men of Scholarship, and Men of Service. The Vice Principal of Academics plays a critical role in upholding this mission by supporting excellence in teaching and learning, fostering a culture of academic integrity and innovation, and advancing the formation of the whole person.

The ideal candidate will be a passionate and experienced educator with a deep understanding of curriculum design, instructional leadership, and assessment practices. This individual must also possess excellent communication and organizational skills, a collaborative spirit, and a clear commitment to the spiritual and intellectual development of students in a faith-based setting.

The Vice Principal of Academics will:

- Lead the implementation and evaluation of academic programs and policies.
- Supervise department chairs and oversee curriculum development, instructional strategies, and academic scheduling.
- Support faculty growth through professional development, mentoring, and evaluation.
- Collaborate closely with school leadership to develop strategic academic initiatives, including dual credit programs, curriculum audits, and the integration of instructional technology.
- Partner with families, students, and staff to promote academic excellence and student success.

This leadership opportunity offers a chance to help shape the future of a storied Catholic institution with a proud tradition of educating young men in the Lasallian tradition.

Reports to: Principal

Direct Reports: Director of Counseling, Summer Program Coordinator, Intermediate Unit (IU) Academic Support, Coordinator of Bishop McDowell Program, Director of Summer Work Study, and Coordinator of Crossroads Program. (works closely with the Vice Principal of Student Affairs and the Director of College Counseling)

Status: Full-time, 12-month per year, exempt position.

Primary Responsibilities

Mission & Leadership

- Uphold and promote Central Catholic's Catholic and Lasallian identity in all academic programs.
- Serve on the Administrative Team and contribute to strategic planning.
- Participate in major liturgies, retreats, and faith-based events.
- Represent the school at diocesan, regional, and national educational meetings.

Academic Leadership & Instruction

- Collaborate with the Principal on the Academic Strategic Plan.
- Lead curriculum design, audits, revisions, and the annual course catalog.
- Support instructional excellence through classroom observations, coaching, and mentoring.
- Write final teacher evaluations using observations, student feedback, and growth plans.
- Apply the Danielson Framework to guide teacher development and instructional practices.
- Promote best practices in pedagogy, assessment, and curriculum design.

Faculty Support & Formation

- Oversee faculty supervision, evaluation, and professional development.
- Partner in delivering in-service programs and mentoring new faculty.
- Co-lead the Central Catholic Lasallian Induction Program (CCLIP).
- Support all phases of faculty hiring and onboarding.

Scheduling & Academic Operations

- Assist with scheduling: master calendar, exams, course assignments.
- Monitor academic records, grades, class rank, and honors.
- Guide student course selection, placement, and four-year planning.
- Support students with accommodations, alternative plans, and concussion protocols.
- Help coordinate academic awards and recognitions.

Student Achievement & Support

- Monitor student performance and manage academic probation and recovery.
- Collaborate with counselors and external partners on support plans.
- Communicate with families on academic progress and graduation requirements.
- Refer students to support services and uphold academic integrity protocols.

Program Oversight

- Assist with the AP Program and standardized testing programs.
- Support college planning in partnership with the College Counseling team.

Academic Event Planning & Accreditation

- Lead Honors Convocation and Commencement planning.
- Serve as Internal Coordinator for Middle States Accreditation, chairing planning teams and overseeing reporting.

Administrative & Strategic Responsibilities

- Attend weekly leadership meetings and coordinate supervision duties.
- Manage Act 48 tracking, faculty development, and publish the Faculty Digest.
- Collaborate on staffing, teaching assignments, and diocesan communication.
- Participate in major school events (orientations, conferences, retreats, Masses, extracurriculars, etc.).

Additional Responsibilities

- Ensure compliance with accreditation, diocesan, and PIAA/WPIAL regulations.
- Align academic initiatives with operational and fiscal goals.
- Represent administration at events beyond the academic day.

In addition to the specific roles and responsibilities noted in the position description, the Vice Principal of Academics may, from time to time, be asked to assist other department employees and/or lead projects, tasks, and activities at the discretion of the Principal and/or the President.

Position Requirements

- The ideal candidate will meet the following qualifications:
- Must be committed to advancing and promulgating the Catholic and Lasallian identity of the school.
- Minimum of five (5) years of high school teaching experience required.
- Master's degree in Education or a related field strongly preferred.
- Pennsylvania Principal Certification, or eligibility to obtain it, is preferred.
- Demonstrated ability to inspire confidence, foster passion, and engage faculty in support of the school's mission.
- Proven maturity, judgment, and integrity necessary to lead with professionalism and purpose.
- Willingness to work evenings and weekends as needed to support school events and initiatives.
- Exceptional oral and written communication skills.
- Experience in student supervision and effective parent communication.
- Strong interpersonal skills and the ability to build and maintain positive relationships with students, parents, faculty, and the broader school community.
- Experience with accurate recordkeeping and familiarity with both electronic and paper-based systems.
- Highly detail-oriented, organized, and proactive, with the ability to manage multiple priorities and meet deadlines.
- Positive attitude, strong work ethic, self-motivation, and a collaborative spirit.
- Willingness and ability to coach high school athletics is considered an asset.
- Proficiency in Microsoft Office Suite, particularly Outlook, is required.
- Ability to lift up to 30 pounds as needed in the course of daily responsibilities.
- Demonstrated capacity to listen thoughtfully, collaborate effectively, and clearly communicate expectations and responsibilities.
- Must possess or be able to obtain all current clearances and background checks required by the Diocese of Pittsburgh, including:
 - Pennsylvania Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
 - FBI Federal Criminal History Record
 - Completion of Mandated Reporter Training
 - Participation in a *Protecting God's Children* session

Salary

Commensurate with education and experience.

To Apply:

Qualified candidates are invited to submit a cover letter and résumé for consideration. Application materials should be sent via email to:

Jack Wallace, Principal

Email: jwallace@centralcatholichs.com

Please include “**Vice Principal of Academics Application – [Your Full Name]**” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Mission Statement

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.