

CALVERT HALL IS CURRENTLY SEEKING A VICE PRINCIPAL
FOR ACADEMIC AFFAIRS
FOR THE 2025-2026 SCHOOL YEAR

Calvert Hall College High School, a Catholic and Lasallian college preparatory school, provides a diverse community of young men with a broad and balanced human and Christian education through excellent academic and extracurricular programs that promote leadership, achievement and service within the church and community.

Calvert Hall does not discriminate based on race, color, religion, national or ethnic origin in the administration of its policies for education, admission, employment, scholarship, financial assistance, athletics, and other school administered programs.

We are seeking a Vice Principal for Academic Affairs. The Vice Principal for Academic Affairs (VPAA) reports directly to the principal and serves as Interim Principal in the absence of the Principal and President. The VPAA is responsible for monitoring student academic progress and faculty. This role oversees the Registrar and is responsible for scheduling, semester examinations, and student reports (including grades). The Vice Principal for Academic Affairs works closely with the Dean of Curriculum and Instruction, Department Chairs, Directors, and Counselors to assist in the development, organization, and evaluation of the curriculum, including classroom supervisory visits.

This is a 12-month position and the position will teach one class.

Preferred Qualifications:

- A strong commitment to Lasallian values and principles of education, as well as considerable knowledge about teaching methodologies, and the dynamics of a high school environment
- A minimum of 5 years teaching experience
- Leadership experience as a department head, school administrator, or other relevant management or supervisory roles
- Knowledge of, or experience in, master scheduling, examination organization, classroom observation and grade reporting
- Experience with educational technology and best practices, in areas such as Blackbaud or other learning management systems, virtual/online/blended learning, the incorporation of artificial intelligence into the curriculum

Performance Responsibilities

Student Academic Progress:

- Oversees the tracking of student academic performance, appropriate course levels, credits and progress toward graduation, with support from the Registrar and School Counselors.
- Collects and distributes grade reports.
- In conjunction with the Registrar, creates the plan and schedule for semester exams.
- Creates Honor Roll list and coordinates academic awards and certificates of merit.
- Oversees School Counseling team
- Schedules and coordinates Parent-Teacher Conferences.

- Facilitates effective communication among students, parents, teachers, counselors, and administrators to support student success.

Scheduling:

- Coordinates forecasting and scheduling of student courses.
- Publishes the Program of Studies.
- Works with the Registrar to create the master schedule.
- Oversees the balancing of student and teacher schedules and manages the drop/add process.
- Coordinates semester final examinations, including exam distribution and oversight.
- Administers and places incoming students into skill/level appropriate classes.
- Reviews academic transcripts and consults with the Admissions Director and Learning Specialist regarding prospective students (incoming freshmen and transfers).

Teacher Hiring, Formation, and Evaluation:

- Assists the Principal and Department Chairs in the hiring and selection of teachers.
- Collaborates with the Dean of Curriculum and Instruction and Department Chairs in the observation and evaluation of teachers.
- Works with Dean of Curriculum and Instruction to develop performance plans if needed.

Other Responsibilities:

- Oversees content related to Academic Affairs on the school website.
- Serves as a member of the Academic Committee
- Serves on the Board of Trustees, Academic Committee, Technology Committee, and other committees as assigned by the principal.
- Collaborates with the Dean of Curriculum and Instruction and Department Chairs on other responsibilities as assigned.

Compensation:

The salary range for this position is \$105,000-\$130,000 and is commensurate with education and experience. This position is eligible for full-time benefits including personal and sick leave benefits. A comprehensive benefits package, including health, dental, vision, employee assistance program, a tuition remission program, professional development incentives, a 403b matching program, and life insurance. Calvert Hall is an equal opportunity employer.

Deadline:

Resumes for this position will be accepted through May 30 but interviews may begin before that time.

Qualified candidates should submit their resume electronically to Traci Malstrom, Assistant to the Principal at malstromtr@calverthall.com. When emailing your resume, include the position you are seeking in the subject line.

Resumes can also be mailed to:

Traci Malstrom

Assistant to the Principal

8102 LaSalle Road