



SACRED HEART-GRIFFIN HIGH SCHOOL

Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Assistant Principal

Type of Employment: Full-time

Job Description

The Assistant Principal will support the Principal in the administration of academic and operational activities within the school, ensuring alignment with the mission, values and philosophy of the Catholic Church and the Dominican tradition. This individual will assist in maintaining a positive, supportive, and faith-centered school environment.

Salary/Benefits

- Salary range : \$45,000 - \$65,000 - commensurate with education and experience.
- Dental insurance
- Vision insurance
- Health insurance
- 403(b) direct contribution and matching
- Flexible spending amount
- Life insurance
- Paid time off
- Professional development assistance

Qualifications

- Bachelor's degree in education or a related field
- Master's degree in education administration
- Complete administrative certifications through the state of Illinois
- Have at least three to five years of teaching or administrative experience

Key Responsibilities

Administrative Support

- Assists the Principal in developing and executing school policies, programs, and procedures aligned with the school's mission.
- Oversees day-to-day operations of the school, including student and staff management.
- Assists with the scheduling of classes, extracurricular activities, and events.
- Assumes the responsibilities of the Principal in their absence.

Instructional Leadership & Curriculum Development

- Supports the Principal in overseeing the curriculum, instruction, and assessment to ensure academic excellence.
- Collaborates with teachers to develop, implement, and evaluate instructional strategies and interventions.
- Assists in the professional development of faculty, providing guidance, resources, and feedback to enhance teaching effectiveness.
- Monitors student progress and academic achievement, helping to implement improvement strategies when necessary.

Student Support and Discipline

- Promotes a positive and inclusive school culture rooted in the Catholic, Dominican tradition.
- Collaborates with the Dean of Students to supervise and support student behavior management, ensuring discipline policies are followed consistently and fairly.
- Provides guidance and support to students, addressing any behavioral or academic concerns with empathy and care.
- Leads the efforts to resolve conflicts, mediate disputes, and ensure a safe environment for all students.
- Oversees the Attendance procedures and policies; collaborates with staff in one-on-one conferences with students who are at-risk.

Staff Collaboration and Development

- Fosters a team-oriented and collaborative environment for faculty and staff.
- Encourages ongoing professional development for staff members and assists in evaluating their performance.

Parental and Community Engagement

- Maintains open communication with parents, providing support and addressing concerns or issues as they arise.
- Actively participates in school events with shared administrative supervisory duties.
- Helps build strong relationships and partnerships within the community.

School Safety and Compliance

- Collaborates with the President and Principal to ensure the safety and well-being of students, staff, and visitors, following all safety procedures and guidelines.
- Collaborates with the President and Principal to ensure that the school complies with all relevant local, state, and diocesan regulations.
- Collaborates with the Principal to assist with emergency response planning and crisis management.
- Schedules and coordinates the use of the East Campus facilities.

School Website: shg.org

Job Posting Date: May 7, 2026

How to apply: Interested applicants should send a cover letter and resume to Mrs. Teresa Saner at saner@shg.org.