

## **Vice Principal at Saint Francis School, Clearfield**

The successful candidate will assist the principal to ensure compliance to all school, Catholic School Office, diocesan , PDE, State and Federal rules, regulations and mandates. The individual must be a good communicator to all consumers of the school and be capable of leading best practices in aligning curriculum, instruction, assessment and data. This person must be flexible and able to multi-task to aid in the smooth operation of the school and must be able to articulate a clear vision of the school's unique Catholic School culture.

### **Required Qualifications:**

- Practicing Catholic in good standing with the Catholic Church
- Required clearances
- Master' degree

### **Desired Qualifications:**

- Valid and active Pennsylvania Administrative Certificate preferred
- Experience using data to make informed decisions about student achievement
- Experience in leading professional development opportunities and programs
- Experience in supervising classroom instruction
- Experience as teacher or administrator in a Catholic School preferred

Please submit a completed application which can be found on the [eriercd.org](http://eriercd.org) website by going to the education tab, clicking on Catholic School Office and then employment on the left side along with your cover letter and resume. Applications are due by November 30, 2023. Please send the application materials to Dr. Michael W. Spencer, Principal, Saint Francis School, 230 S. 2<sup>nd</sup> Street, Clearfield, PA 16830.