



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing
Catholic values and service to others in Christ's name.

Job Posting

Position: Vice Principal of Middle / High School
Status: Full-Time Position (Exempt)
Reports To: All Saints Catholic Schools President

POSITION OVERVIEW

All Saints Catholic Schools is seeking a nurturing, dedicated, and visionary educational leader to serve as Vice Principal in our middle/high school. We are looking for an educator who is passionate and strong in their Catholic faith and committed to fostering a peaceful, respectful, and academically rigorous environment where students are encouraged to grow intellectually, socially, and spiritually.

The Teacher/Minister understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught. In both personal and professional life, the Teacher/Minister will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

ESSENTIAL DUTIES & RESPONSIBILITIES

KNOWLEDGE/SKILLS/ABILITIES

- **Communication:** knows and demonstrates vibrant two-way communication with school leaders and staff members. Must write accurately, using technical language and serve as a solid verbal communicator. Capable of presentations that make technical, complex issues accessible and comprehensible for all.
- **Teamwork:** creates and motivates a diverse team. Assists team members in seeing their role as part of an overall effort and something greater than themselves.
- **Leadership:** demonstrates extraordinary leadership ability to include strategic planning and visioning, project management, goal setting, and program planning and implementation.
- **Motivation:** works to motivate staff members and students to excel.
- **Emotional Intelligence:** capable of strong human connection; the ability to manage both their own emotions and understand the emotions of people around you; exhibits self-awareness, self-regulation, motivation, empathy, and social skills.
- **Focus:** proven ability to set goals and measures of achievement for said goals, and provide multiple strategies to achieve these goals
- **Multitasking:** has excellent time management and problem-solving skills. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.

- **Sound Judgement:** someone who exhibits sound judgment with the ability to prioritize and make decisions.
- **Self-starter:** a detail-oriented self-starter with prior experience in facilitating success, energetic and eager to tackle new projects and ideas.

MAJOR RESPONSIBILITIES AND DUTIES:

- Act as a support to the building principal: support the development of teaching and learning, coordinate curriculum in collaboration with ASC president and provide instructional support as requested by the principal/president.
- Address and document student behavior issues promptly and effectively, utilizing restorative practices when appropriate
- Collaborate with teachers, counselors, support staff, and parents to provide interventions and supports for students experiencing academic, behavioral, or social-emotional challenges
- Manage student attendance and truancy, working with families and community partners to address attendance barriers
- Act as a mentor, coach, and evaluator for the teaching and support staff assigned to the building
- Collaborate as an administrative team member around other initiatives set forth by the ASC president and Diocese of Saginaw for students and staff
- Participate in department, school, and diocese related events, meetings, and professional development.
- Support and reinforce the teaching of the Catholic Church.
- Comply with diocesan policies, as well as state and federal laws and regulations.
- Adhere to the All Saints Catholic Schools and Diocese of Saginaw safety policies and procedures.
- Maintain confidentiality in the conduct of All Saints Catholic Schools business.
- Demonstrate regular and prompt attendance.

QUALIFICATIONS

Minimum Requirements:

- Current Michigan School Administrator certification or enrolled in an MDE-approved School Leader Preparation Program within 3 months leading to School Administrator certification within 3 years after start of employment per the certification and continuing education requirements as described in MCL 380.1246.
- Bachelor's degree in education or related field.
- Effective use of technology as a means of analyzing academic achievement data and as a tool to aid in communications with stakeholders.
- Exemplary work habits verified by reference check.

Desired Qualifications:

- Master's degree or additional coursework, professional development relevant to coaching curriculum, pedagogy, or leadership strategies.
- Successful experience as a teacher.
- Previous experience in a school leadership role
- Knowledge of and experience working with students from all backgrounds.
- Excellent verbal and written communication using proper grammar and vocabulary.
- Strong interpersonal skills.

WORKING CONDITIONS

Hours of Work: Typical work schedule is during normal school hours. Some night and weekend work may be required.

Nature of Work: School Setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in assigned location at least thirty (30) minutes prior to the start of the school day and thirty (30) minutes after the school day concludes.
- Must be able to speak and/or stand for an extended period of time.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be fingerprinted.
- Must have positive references or recommendations.
- Additional skills testing and validation may be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, list of professional references and DOS application to:

Sarah Dowling-Anderson

President of All Saints Catholic School
 Middle School and High School Principal
 217 S Monroe St
 Bay City, MI 48708
 989-892-2533
 989-892-7188 (fax)

Deadline to apply: June 20th 2025 or until filled