



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

Job Title: Vice Principal of Student Life

School: Bishop Hartley High School

Responsible to: Principal

JOB SUMMARY

Bishop Hartley High School, located at 1285 Zettler Road in Columbus, OH, seeks a dynamic, faith-driven leader to serve as Vice Principal of Student Life beginning July 1, 2024. The Vice Principal of Student Life will be responsible for establishing rapport with students to help them be as successful as possible. While demonstrating and promoting the highest standards and expectations for academic performance, this individual will support our holistic approach of educating the entire person in body, mind, and spirit by addressing students' individual needs. Additional responsibilities include:

1. Management of the following teams:
 - a. Student Services
 - b. School Counseling
 - c. House System
 - d. Extra-Curricular Clubs & Activities
 - e. Academic & Discipline Review
 - f. Campus Ministry
2. Planning and budgeting with directors, coordinators, and moderators
3. Coordination and communication with the Office of Catholic Schools to implement and abide by established policies
4. Coordination and communication with faculty and staff to carry out school policies and procedures
5. Play an active role in the development and application of our Catholic Identity and Formation
6. Other responsibilities assigned by the Principal

POSITION QUALIFICATIONS

- Knowledgeable and practicing Catholic with a thorough understanding of and experience with Catholic education and the teachings of the Church.
- Must be an active, registered parishioner at a Catholic parish.
- Commitment to modeling the values of Catholic educational leadership.
- Master's degree in education administration is preferred but not required.
- Hold a valid Ohio Principal Licensure or are eligible to obtain this licensure.
- Minimum of 5 years of teaching experience, preferably in a Catholic school.
- Ability to successfully pass FBI and BCI background checks.
- Attendance at a VIRTUS Protecting God's Children Seminar.



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

SALARY REQUIREMENTS

Salary is commensurate with the candidate's education and experience. Interested candidates must submit all the following: a cover letter, resume, transcripts, a letter from your pastor indicating that you are an active participating Catholic, and a list of references.

SUBMISSION OF MATERIALS

Application materials can be sent to Melissa Rahe, Administrative Assistant to the Principal, Bishop Hartley High School, 1285 Zettler Road., Columbus, OH, 43227, or sent via email to mrachel@cdeducation.org.