



**Job Title:** Assistant Head of School  
**Department:** Administration  
**Reports to:** Head of School, Board of Trustees, Mercy Education

**Job Summary:** The Assistant to the Head of School will serve upon the Administrative Team for the purpose of shared decision making in policies, procedures and activities that impact the academic, spiritual and social functioning of the Academy.

**Education:** Masters Degree in Education  
NYS Certification in School Administration preferred

**Experience:** Minimum of 5 years in education (secondary preferred) with experience in leadership qualities.

### **General Responsibilities and Duties:**

- Ensure that the philosophy, mission and values of the Sisters of Mercy are realized at the Academy.
- Responsible for implementing the core values, charism of Mercy Education, and Critical Concerns of the Sisters of Mercy.
- Assists the Head of School in the implementation of the strategic plan.
- Attend committee meetings and align the school's day to day operations in conjunction with the Strategic Plan and the mission of the Academy.
- Participate in reporting necessary information to the Board of Trustees.
- Represent Mount Mercy Academy at various school functions and community events.
- Maintains communication with faculty, staff, students, parents, alumnae and community members.

### **School Operations:**

- Responsible for the oversight of discipline and all school policies in conjunction with the Head of School.
- Oversees the "Academies Within the Academy" to ensure compliance with the Strategic Plan.
- Develops an Internship Program, tracks the number of internships and job placements, and reports to the Board of Trustees on a regular basis.
- Collaborate and coordinate with a Middle States committee in order to fulfill objectives for accreditation.
- Ensure an updated and accurate Safety Plan is in place that meets the standards in collaboration with community partners.
- Oversees curriculum, instruction, and project based learning.
- Responsible for professional development on designated dates as defined by the school calendar.
- Assists with the hiring of faculty and staff.
- Responsible for the new teacher orientation and mentoring of new teachers.
- Assists with student orientation.
- Orchestrates the Meet the Teacher Night and Parent-Teacher Conferences.
- Liaison for the Parent Teacher Association.
- Proper training and utilization of school information systems and technology resources.
- Oversees the Student Support Team in regards to academic concerns, attendance, discipline and eligibility based on the student handbook policies.
- Works in conjunction with the Athletic Director in order to carry out the expectations of student athletes as stated in the student handbook.
- Performs duties assigned by the Head of School.