**Job Title:** Vice Principal
**Location:** St. Andrew Catholic School, Helena, Montana
**Employment Type:** Full-time, 12-month position
**Reports to:** Head of School

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## Mission Statement

The mission of St. Andrew School is to provide a classical education built on Catholic faith, academic excellence and community.

St. Andrew Catholic School forms students in faith, virtue, and academic excellence through the wisdom of classical Catholic education. We partner with families to guide children toward their eternal destiny, cultivating the moral and intellectual habits necessary to seek what is true, good, and beautiful.

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## Position Overview

St. Andrew Catholic School seeks a joyful, faithful, and mission-driven servant leader to serve as Vice Principal. This individual will work closely with the Head of School to support faculty, students, and parents, ensuring that the daily life of the school reflects our commitment to Catholic formation and classical pedagogy. The ideal candidate will be a passionate educator with a deep love for children, a heart for service, and strong administrative skills.

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## Key Responsibilities

### Spiritual and Mission Leadership

- Foster a culture of prayer, joy, and reverence throughout the school day.
- Ensure fidelity to the Magisterium of the Catholic Church in all aspects of school life.
- Serve as a witness to Christ through word and example, supporting students and teachers in faith formation.
- Ability to form and mentor teachers in a manner rooted in Christian charity and educational excellence.

### Academic Leadership

- Support the implementation of a robust classical curriculum grounded in Catholic faith, liberal arts, and virtue.

- Observe, coach, and support teachers in effective classical instruction and classroom management.
- Assist in planning and executing curriculum and standards development and implementation.
- Coordinate academic support for students in partnership with teachers and families.

**Student Formation and Discipline**

*The Vice Principal will:*

- Assist with upholding and modeling a loving yet firm approach to form the whole person—intellectually, emotionally, and spiritually—in alignment with the mission of our Catholic Classical school.
- Lead with Consistency and Care: Maintain consistent enforcement of classroom expectations, school rules, and community standards to ensure a stable, safe, and Christ-centered learning environment.
- Communicate Effectively with Families: When needed, initiate timely and professional communication with parents or guardians to address concerns, reinforce school expectations, and collaborate on solutions that support the student's growth and well-being.
- Support Teachers and Staff: Provide guidance and support to faculty and staff in implementing consistent classroom management strategies. Act as a resource for teachers dealing with ongoing behavioral challenges and ensure that all disciplinary procedures align with the policies outlined in the Teacher Handbook.
- Shepherd the Whole Person: Approach each situation with attentiveness to the intellectual, emotional, and spiritual development of every student. Promote reconciliation, restorative practices, and growth in virtue as part of the disciplinary process. Discipline should be both formative and corrective, guiding students toward virtue and personal responsibility.
- Exercise Independent Judgment: Be empowered to make disciplinary decisions in the moment as circumstances require. While the Head of School should be informed of serious or sensitive matters, it is not necessary to seek approval before addressing disciplinary issues directly. The Vice Principal is expected to act promptly and decisively for the good of the student body and the integrity of the school.
- Collaborate with Leadership: Inform the Head of School of patterns of behavior, major incidents, or cases that may impact the wider school community, while also providing recommendations for schoolwide improvements to discipline policies and practices.
- Maintain Documentation: Keep accurate records of significant disciplinary actions, parent communications, and interventions to ensure transparency and continuity of care.

**Administrative and Operational Support**

- Through this role, the Vice Principal will serve as a visible presence in the daily life of the school, modeling authentic Christian discipleship while ensuring that all discipline practices foster a safe, orderly, and flourishing community.
- Assist in faculty evaluations, hiring, and onboarding..
- Participate in the planning of faculty professional development.
- Help coordinate daily logistics, schedules, and school events.
- Communicate clearly and regularly with administration, faculty, parents, and other key stakeholders.
- Serve as Administrative Leader of the school in the absence of the Head of School

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## Qualifications

- A practicing Catholic in good standing with the Catholic Church.
- Familiarity with classical education and the liberal arts tradition.
- Experience with K - 12 education.
- Strong organizational skills and capacity for multitasking in a fast-paced environment.
- Master's degree preferred, not required.

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## Compensation

- Salary Range Starting at: $55,000 depending on qualifications and experience.
- Benefits include: Paid Time Off, Monetary Health Stipend, Professional Development, Tuition Benefit for Dependents, 403(b) Plan.
- Qualified individuals must submit the completed online application form with uploaded Letter of Interest, current Curriculum Vitae or Resume, applicable certifications or licenses, academic transcripts, and five reference letters (2 Professional, 2 Personal, plus a letter from current pastor).
- For questions, please contact standrewboard@standrewschool.org.

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