



OFFICE OF CATHOLIC EDUCATION

Assistant Principal for Student Affairs

**Archbishop John Carroll High School
211 Matsonford Road
Radnor, Pa. 19087**

The Archdiocese of Philadelphia, Office of Catholic Education, seeks a dynamic, innovative, results-driven leader for **Assistant Principal for Student Affairs at Archbishop John Carroll High School**. The position awaits the energetic, visionary leader who demonstrates a strong commitment to Catholic education, exceptional leadership skills and positive experience leading a high performing school.

The candidate must possess the skills and ability to motivate and evaluate teachers, use data to drive continuous school improvement, and ensure a climate conducive to learning where the dignity of the human person is first and foremost. The candidate will be responsible for teacher evaluation and mentoring, coordinating all student activities and clubs, assisting with all student-focused school events, preparing schedules including calendar, house system events and competitions, bell schedules, and moderating the Parent Association. Creativity and 21st Century leadership skills are required to be successful in this position.

Candidates for leadership positions within the Archdiocese of Philadelphia Secondary Schools will find great opportunity for learning and growth within the recently redesigned management and operational structure of the organization. School leaders ready to transform Catholic education in the Philadelphia region are welcome to apply.

Qualifications:

- Administrator candidates must possess a Master's degree from an accredited college or university with a concentration in educational administration.
- Pennsylvania Principal Certification and administrative or supervisory experience are desired where applicable.
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- **Applications to be practicing Catholics as verified by the pastor of the parish in which they are registered.**

The position of **Assistant Principal for Student Affairs** is a 10-month position.

Candidates interested in the position of **Assistant Principal for Student Affairs** should submit their cover letter, salary history, resume, and transcripts to James Molnar, Office of Catholic Education, at jmolnar@archphila.org.

Please note **APSA – ACHS** in subject line.

The deadline for application is September 21, 2026

PA required clearances and child abuse clearances and official transcripts will be required before employment can begin.

Interviews will be granted to the most qualified applicants.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Office of Catholic Education at 215-587-3700.