



Assistant Principal for Academic Affairs

Saint Hubert High School for Girls
7320 Torresdale Avenue
Philadelphia, Pa. 19136

The Archdiocese of Philadelphia, Office of Catholic Education, seeks a dynamic, innovative, results-driven leader for **Assistant Principal for Academic Affairs at Saint Hubert High School for Girls**. 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.

As the Assistant Principal for Academic Affairs, you will foster a faith-based, student-centered and rigorously outcomes-driven culture. You will lead and supervise a talented and dedicated team of teachers in educating students to be people of God and people for others, prepared for college, career, and beyond. A successful leader at Saint Hubert High School for Girls stands in solidarity with students and families from all backgrounds and roots their decision making in the principles of Catholic social teaching. A successful leader at Saint Hubert is mission-driven, believes in the potential of all students from all backgrounds, is empathetic to the challenges of families coming from a wide range of socioeconomic situations, understands and does not place limits on the aspirations of students and their families.

Responsibilities:

Instructional Leadership

- Collaborate with the Principal and the academic departments to review and revise the school's vision of instruction as needed, set annual school academic goals, plan aligned professional development throughout the school year, monitor progress and adjust course as necessary.
- Observe, evaluate, give feedback and coach teachers on effective instructional practices. A successful APAA will strive to spend 80% of the school day on instructional leadership consisting of observation, feedback, walkthroughs and planning and execution of professional development.
- Utilize performance data to drive decision making.
- Collaborate with the Principal and the academic departments on the selection, development and implementation of standards-based curriculum.

Academic Operations

- The creation of the annual program of studies in consultation with the Principal and academic departments, administration of course selection, design of the master roster and assignment of teacher and student rosters; serve as the Advanced Placement coordinator and manage all dual enrollment courses.
- Daily assignment and coverage of substitute periods.

- Standardized testing: schedule and administer annual PSAT and benchmark testing; assist with SAT administration as needed two times per year; assist with entrance exam administration as needed.
- Timely production and quality control of progress reports, report cards, and transcripts; coordinate parent teacher conferences and Back to School Night.
- Manage the staff of the Office of Academic Affairs and oversee the customer service of external requests for academic materials such as alumni transcripts and diplomas.

School Leadership and Culture

- Serve as a member of the school leadership team; celebrate successes, be receptive to and offer critical feedback, and work outside of your immediate responsibilities as assigned to support the work of the team to advance the school.
- Commit to celebrating the academic successes of students and teachers throughout the school year.
- Advocate for the success of all students by recommending appropriate support and enrichment programs; foster existing and seek innovative solutions and partnerships to expand support and enrichment opportunities.
- Participate in the hiring process of all Faculty positions and onboard all new hires
- Lead monthly meetings of the Academic Board and serve on the Academic Committee of the Board of Limited Jurisdiction.
- Serve as a primary liaison with Title 1, ACT 89, and resource room instructors and their supervisors, onboard all new academic hires.
- Participate in the admissions process such as 9th grade and transfer applicant reviews and interviews and deliver presentations to prospective students and families at admissions events.
- Consistently respond to all members of the school community within 24-hours.

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:

- Master's degree from an accredited college/university with a concentration in educational administration.
- Pennsylvania Principal Certification, preferred.
- Administrative or supervisory experience are desired where applicable.
- **REQUIRED: Applicants MUST be practicing Catholics as verified by the pastor of the catholic parish in which they are registered.**

The Assistant Principal of Academic Affairs is a 12-month position.

Candidates interested in the position of **Assistant Principal of Academic Affairs** should send their cover letter, salary requirements, resume, and transcripts to Mr. James Molnar, Human Resources Director at jmolnar@archphila.org.

Please note **APAA-HU-2026** in subject line.

The deadline for application is July 24, 2026.

Interviews will be given to the most qualified applicants.

PA required clearances, Safe Environment Clearances and official transcripts will be required before employment can begin.

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.