



BISHOP DWENGER HIGH SCHOOL

Assistant Principal for Student Life

A Bishop Dwenger Administrator supports community, parent, staff, and student learning, growth, and development through their leadership and interaction. The administration supports and strengthens the mission of Bishop Dwenger High School, to develop “Citizens of Two Worlds” who excel in the areas of spirituality, service, academics, and the active life upholding the Catholic Faith.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership:

1. Cooperate with the Principal, Pastoral Minister, Chaplain(s), and Administration Team in integrating the Catholic Faith and culture into the school's entire program;
2. Provides personal and visible leadership;
3. Work in an advisory and cooperative capacity with the Administration Team
4. Participate in the evaluation and coaching of teachers;
5. Supervise and manage Dean of Students, Athletic Director, Attendance Office, and School Resource Officer;
6. Conduct teacher evaluations/observations.

Student Programming:

1. Prepare, coordinate, and manage the school activities program with the assistance of the activity and club moderators in consultation with the Principal regarding: clubs, dances, proms, programs, student fund raising drives, baccalaureate and graduation;
2. Oversee the Student Council moderators;
3. Assist the Principal, Chaplains, Pastoral Minister, and Athletic Director in planning and integrating the Catholic ethos into classrooms, activities, athletics, etc.

Communication:

1. Assist the Principal and Asst. Principal of Instruction with the planning of:
 - a. Weekly Bulletins
 - b. Special Schedules
 - c. Annual School Calendars
2. Assist with the preparation and declaration of daily announcements
3. Prepare communication to be shared with families via multiple forms of media:
 - a. newsletters,
 - b. social media,
 - c. emails,
 - d. phone calls, and
 - e. text messages.

Logistical Planning:



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1. Work closely with the Admin. Team, Athletic Office, Maintenance, Development Office, and faculty with scheduling all school activities, assemblies, and use of the auditorium and gymnasium;
2. Oversee the Transportation Director;
3. Work with Pastoral Minister with coordination of all-school liturgy seating, and supervise student behavior in cafeteria and auditorium;
4. Coordinate with club moderators for assigning adult supervision;
5. Approve all signs, flyers, and posters for display in public areas of the school;
6. Assume responsibilities delegated by the Principal or President.

Athletics:

1. Supervision of the Athletic Director as delegated by the Principal;
2. Coordinate with Athletic Director supervision for athletic events.

School Safety:

1. Coordinate with the Admin. Team, SRO, and School Board in drafting, review, and revising the School Crisis Response Plan;
2. Coordinate with the Admin Team when monthly safety drills are scheduled
 - a. Document and maintain the records for each drill
3. Receive and maintain the certification to be an approved School Safety Specialist;
4. Keep the Admin. Team informed of any updates concerning school safety;
5. Work with the Principal and the SRO to formulate training sessions for the faculty;
6. Schedule special drills
 - a. Lockdown
 - b. Hold
 - c. Secure
 - d. Evacuation/Reunification
 - e. Shelter

Preferred Qualifications and Experience:

- Master's Degree in Secondary Education with Administration License;
- At least 5 years of successful teaching;
- Coaching experience;
- Strong oral and written communication skills;
- Ability to work productively and positively with staff, parents, students, and community;
- Strong motivational skills;
- Ability to promote an environment which fosters high expectations for students, staff, and self.

Requirement:

- Must be practicing Catholics as verified by the pastor of the parish in which registered.



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Start Date: Contracted for the 2024-2025 school year, start date to be determined.

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Jason Schiffli, Principal
jschiffli@bishopdwenger.com or 260-496-4708
or
Amy Johns, Assistant Principal
ajohns@bishopdwenger.com or 260-496-4710

Applicants should also complete the diocesan application materials found at:
<https://theapplicantmanager.com/careers?co=df>