

Assistant Principal for Student Life
Position Profile
Bishop Machebeuf High School

Mission Statement & Core Values

Based on the foundation and heritage of Bishop Joseph P. Machebeuf, our mission is to be an academic community of faith that strives to form the hearts, minds, and souls of our students in the Gospel of Jesus Christ and the living Tradition of the Catholic Church.

Our Core Values are...

- Devotion to God
- Academic Excellence
- Community Service
- Ethnic and Cultural Variety
- Christian Morality

Minimum Qualifications:

- Masters Degree in Educational Leadership, Education, Management, or related field.
- Passion for BMHS mission and supporting the teachings of the Catholic Church.
- Minimum of 2 years' experience working with adolescent students as a teacher/counselor/coach/minister preferably in a high school setting.
- Have the capability to build bridges with a diverse demographic of community members including students, parents, stakeholders, faculty and staff.
- Strong communication skills, both oral and written.
- Strong organizational skills.
- Strong ability to utilize technology within the work setting.

Preferred Qualifications:

- Colorado administrators license
- Understanding and ability to implement appropriate disciplinary measures utilizing Positive Behavior Support, Restorative Justice, or related philosophy.
- Ability to support high school students in their spiritual, intellectual, human, and pastoral formation.
- Ability to publicly support and live out the values of the Gospel as taught by the Catholic Church.
- Ability to incorporate the Catholic Worldview into advising at the high school level.
- Understanding of crisis intervention, conflict resolution and general psychological principles as they relate to academic counseling.
- Ability to manage and supervise a team towards specific goals.

Application Process:

Please submit the following information to employment@machebeuf.org:

- Cover Letter
- Resume
- Diocesan Application (**See PDF at the bottom of this page**)
- Names and Phone Numbers of Three References Including Most Recent Supervisor
- Copy of Teacher Licenses (If applicable)

Preference will be given to applications that are received by Friday, March 9.

Salary Range: (Depending upon experience and qualifications)

- \$49,375 – \$55,231 annual salary
- Strong benefits package, including health, dental, and vision (cost is shared between employer and employee)

In employment practices, the Archdiocese of Denver Catholic Schools does not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap when these are unrelated to the ability to perform duties of the position. This policy is interpreted consistently with the religious mission and teaching of the Catholic Church.