



Assistant Principal  
Starting July 1, 2012

Our Lady of Mercy High School is a Catholic school in Rochester, New York. Mercy High School is for young women in grades 6-12, offering a college preparatory academic program. The school, which was founded through the vision of Catherine McAuley and ministry of the Sisters of Mercy, is committed to the education of young women of all faiths and backgrounds. We are currently in need of an Assistant Principal, starting July 1, 2012.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordination and supervision of all student activities.
- Evaluation of programs.
- Evaluation of staff performance.
- Supervision of facilities.
- Responsibility for the safety, conduct, and general welfare of students.
- Monitoring of student progress.
- Responsibility for the safe operation of the physical plant and the general welfare of all students, staff, parents and patrons on or about the school site.
- Coordination of all examinations.
- Managing attendance.
- Student discipline.

**Assists the Principal in:**

- Curriculum and program development and evaluation.
- Presentation of staff development and in-service for all employees.
- Development and implementation of school restructuring programs, consensus and team building models, interdisciplinary teams and shared decision-making.

Candidates must have a Masters Degree in Administration. The position is 12 months with vacation, sick and personal days, and medical and retirement benefits are included. Candidates interested in applying should send a letter of interest, resume and references to the Principal, Terry Quinn, at 1437 Blossom Road, Rochester, NY 14610. Mr. Quinn may also be reached at [tquinn@mercyhs.com](mailto:tquinn@mercyhs.com). To learn more about the Mercy community, go to [www.mercyhs.com](http://www.mercyhs.com).