



Our Lady of Mercy School, a premiere Rhode Island Catholic elementary school with a proud tradition of spiritual, academic, and extracurricular excellence since 1951, seeks a Vice Principal to begin July 1, 2024.

The Vice Principal is a critical leader of the school, reporting directly to and working closely with the Principal to ensure the fulfillment of the school's mission. The Principal and Vice Principal work together to cultivate a vibrant Catholic identity in the school, promote outstanding teaching and learning, and support students and teachers as they grow in virtue and strive to become the saints and scholars that God is calling them to be. In the absence of the Principal, the Vice Principal assumes all daily responsibilities for the school.

Responsibilities

- Set a consistent example of vibrant, joyful Catholic orthodoxy for the school community
- Do all that is necessary and prudent to ensure the fulfillment of the mission of Our Lady of Mercy School
- Encourage all faculty, staff, and students toward sanctity and scholarship
- Work effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Maintain excellent communication with the Principal, Pastor, faculty, staff, students, & Advisory Board
- Serve as a member of the School Leadership Team and attend its regular meetings
- Serve as an *ex-officio* member of the School Advisory Board and attend its regular meetings
- Assist the Principal in hiring new faculty and staff
- Assist the Principal in the formation and evaluation of faculty and staff, with a special concentration on the elementary grades
- Support faculty in forming scholars by encouraging and facilitating high-quality, well-aligned instruction, with a special concentration in the elementary grades
- Support faculty in forming saints by encouraging and facilitating the cultivation of virtue in students, with a special concentration in the elementary grades
- Collaborate with the Principal in planning, delivering, and arranging for high-quality professional development opportunities for faculty and staff
- Oversee the school's standardized testing program
- Serve as the primary point of contact for local educational agencies in coordinating the procurement of Title Funds
- Coordinate the planning and scheduling of extracurricular activities as they apply to the elementary grades
- Attend school events and activities as required, including after school hours and on weekends
- Support and adhere to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrate professionalism in conduct, demeanor, and work habits
- Maintain confidentiality regarding school matters
- Maintain current and accurate records according to school policy
- Perform other responsibilities as designated by the Principal or Pastor of the school

Striving to be Saints and Scholars



Requirements

- Must be an active, practicing Catholic in good standing with the Church
- Bachelor's degree required
- Master's degree in education or related field preferred
- Citizenship, residency, or work visa required
- At least five years of clearly demonstrated excellence in teaching and/or leadership at the elementary level preferred

To Apply

Please email the following to Mr. Patrick McNabb, Principal, at pmcnabb@olmschool.org:

- Current Resume
- Letter of Interest
- Copy of Degree(s) and Certification(s)
- At Least Three Current Letters of Reference

Striving to be Saints and Scholars