



Assistant Principal

Pre-K through Grade 8

August 2026

St. Mary's Academy, a parish school located in Longmeadow, Massachusetts, is seeking a faith-filled, committed, energetic, and visionary Assistant Principal. The Assistant Principal will report to and support the Principal in advancing the Academy's mission and fostering a Catholic school culture rooted in faith, academic excellence, service, and community.

Major Functions and Responsibilities

- Assist the principal by managing student behavior and enforcing school policies.
- Oversee student safety, monitor attendance, and ensure the social-emotional needs of students are met.
- Coordinate and supervise non-instructional times, including recess, lunch, and arrival/dismissal.
- Assist the principal in observing, training, and evaluating teachers and support staff.
- Help implement curriculum standards, analyze student achievement data, and develop school improvement plans.
- Coordinate and document emergency safety drills (fire, lockdown, etc.) and maintain safety policies.
- Assist in organizing master schedules, class rosters, and the assignment of substitute teachers.
- Help monitor compliance with accreditation, state, federal, and local mandates, as they pertain to the Academy.
- Serve as a liaison between the school, parents, and community stakeholders. Coordinate and send a weekly newsletter/communication to school families.
- Organize and attend school-sponsored events, extracurriculars, and parent-teacher meetings.

MISSION STATEMENT

Our Mission at St. Mary's Academy promotes academic excellence within a Christ-centered Catholic community. Students from Pre-K through Grade 8 learn acceptance and appreciation of others and develop to their full potential within a nurturing family environment.

Essential Characteristics and Experience

- A practicing Catholic in good standing with the Roman Catholic Church.
- A demonstrated ability to work collaboratively with people at all levels.
- Strong personal integrity and work ethic, as well as a sense of humor and perspective.
- Ability to handle sensitive and confidential situations with poise.
- A skilled communicator – both oral and written.
- The ability to work after school hours and at evening/weekend school events as needed.
- Minimum of a bachelor's degree in Education with a desire to continue to earn a master's degree in Administration.
- Experience teaching in a PK-8 classroom.



Compensation

Commensurate with education and experience

\$50,000-\$60,000

Salaried, 11-month position

Insurance available: medical, dental, vision

403(b): Matching opportunity

To Apply

1. Email a cover letter, resume, and a list of three references (only to be contacted with your permission following an interview) to careers@stmaryslongmeadow.org.
2. The priority deadline is August 1, 2026. Interviews with highly qualified candidates will begin immediately.

St. Mary's Academy
56 Hopkins Place
Longmeadow, MA 01106
stmaryslongmeadow.org

