



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

Date: June 1, 2026

Job Title: Assistant to the Principal

Reports to: Principal

Position location: Toledo, Ohio

Position Purpose:

The Assistant to the Principal supports the Principal and other members of the Academic Leadership Team in ensuring the smooth and efficient operation of the Academic Office and the day-to-day functions of St. Ursula Academy. This role requires exceptional organizational, communication, and interpersonal skills, as well as the ability to manage multiple priorities in a dynamic school environment.

The Assistant to the Principal serves as a key point of contact for students, parents, faculty, staff, and visitors. This position requires discretion, professionalism, flexibility, and a commitment to supporting the mission and values of SUA. The ideal candidate is proactive, detail-oriented, resourceful, and enjoys working collaboratively with a wide variety of constituents.

Mission:

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

Core Responsibilities:

Administrative Support

- Provide high-level administrative support to the Principal, including but not limited to scheduling meetings, preparing documents and presentations, drafting, editing, and managing correspondence.
- Serve as the initial point of contact for the Principal and Academic Office, welcoming visitors and responding to inquiries from students, parents, faculty, staff, and community members.
- Maintain confidential student, personnel, and school records with discretion and professionalism.
- Prepare agendas, meeting materials, and minutes for administrative and faculty meetings.

Academic and School Operations Support

- Manage school-wide calendars and academic schedules
 - Coordinate substitute teacher coverage
 - Assist with faculty attendance documentation and tracking
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- Assist with student academic processes, including honor roll, academic awards, testing coordination, and other academic initiatives.
- Support planning and logistics for parent meetings, faculty meetings, professional development activities, and school events.
- Collaborate with the entire Academic Team and other administrative offices to ensure effective communication and operations.
- Support the implementation of school initiatives and strategic priorities.
- Coordinate onboarding activities for new faculty and staff, including preparation of new hire materials and orientation binders.
- Prepare and distribute annual letters of intent for faculty, counselors, and nursing staff.
- Maintain and update faculty and staff emergency contact information in PowerSchool and other school systems as needed.
- Post employment opportunities on the St. Ursula Academy website, Diocese of Toledo employment listings, Handshake, and other recruitment platforms.
- Maintain and update faculty and staff handbooks, directories, notebooks, and other reference materials.
- Conduct periodic reviews of emergency preparedness supplies, including crisis bags and related safety resources, ensuring materials remain current and adequately stocked.

Communication and Relationship Management

- Draft, proofread, and distribute communications on behalf of the Principal
- Assist in preparing newsletters, announcements, and informational materials for students, families, and faculty and staff.
- Serve as a liaison between the Principal and various school constituencies, ensuring timely and professional communication.
- Maintain positive and welcoming relationships with students, parents, faculty, staff, alumnae, and visitors.

State Programs, Reporting & Compliance

- Serve as the school coordinator for the Jon Peterson Special Needs Scholarship Program, including renewal requirements, applications, transfers, and communications between families and the Ohio Department of Education and Workforce.
- Maintain accurate scholarship records, including enrollment start and end dates and tuition information.
- Prepare, maintain, and submit required reports and documentation to the Ohio Department of Education and Workforce, the Ohio Catholic School Accrediting Association (OCSAA), and the Diocese of Toledo.
- Maintain accurate records and documentation to ensure compliance with state and diocesan regulations.



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Operational Efficiency

- Develop and maintain organized office systems and procedures.
- Manage filing systems and documentation, both electronic and physical.
- Coordinate office supplies and administrative resources for the Academic Office
- Track deadlines, projects, and action items on behalf of the Principal.
- Anticipate needs and proactively address issues to support efficient office operations.
- Perform other duties as assigned to support the effective operation of the school and promote a cohesive educational environment.

Competencies and Attributes:

- Be a person of integrity and maturity, modeling confidentiality and professionalism.
- Be committed to Catholic education and the mission of St. Ursula Academy.
- Demonstrate strong organizational skills and exceptional attention to detail.
- Possess excellent verbal and written communication skills.
- Be a collaborative colleague who fosters positive relationships with students, parents, faculty, and staff.
- Demonstrate sound judgment and the ability to manage sensitive information appropriately.
- Be proficient in Microsoft Office, Google Workspace, and other school management systems.
- Be a self-starter with strong time-management skills and the ability to prioritize multiple responsibilities.
- Possess strong proofreading, document formatting, and meeting management skills.
- Maintain a welcoming, service-oriented approach in all interactions.

Education and Experience:

- Bachelor's Degree in the liberal arts, business, or communications is preferred.
- A minimum of three years of experience in a similar position is required, ideally in education, though backgrounds in corporate, nonprofit, or governmental sectors will be acceptable.
- Experience working with students, parents, and faculty in a school environment is highly desirable
- Demonstrated proficiency with office technology and database management systems.
- Flexibility to work evenings and weekends when required by the role.

Hours: Full-Time

Rate of Pay: Commensurate with experience

Contact Information: Please apply online at St. Ursula Academy's website: [SUA Careers \(toledosua.org\)](http://toledosua.org)