



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF
ASSISTANT TO THE PRINCIPAL

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

[Mercy High School](#), a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, Option for the Poor*.

Mercy High School commits to a climate and culture that are deeply rooted in

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 650 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns; Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Assistant to the Principal for the 2021-2022 School Year

We encourage a broadly diverse pool of applicants for all positions as we work intentionally to create a faculty and administration that reflects our student body. This job requires in-depth knowledge of school operations and procedures as well as a high level of administrative skills, and the ability to function in a highly independent manner.

Qualified applicants should skillfully demonstrate the following competencies and be prepared to support a welcoming and empowering working and learning space.

The selected applicant will:

- warmly greet and assist staff, students, parents, visitors, and partner stakeholders as they interact with the Office of the Principal; accurately and willingly perform various duties as requested in alignment of the job role and responsibilities.
- establish and maintain a variety of recordkeeping, reference, and data collection systems requiring the use of independent judgement and knowledge in assembling and categorizing data; work to digitally streamline routine administrative tasks.
- act as administrative assistant to the principal performing a wide variety of complex clerical and project support duties, as well as relieve the principal of routine administrative functions.
- assist the Director of Finance as requested with such tasks as employee contracts and amendments, reconciling time off balances and ad hoc projects.
- maintain currency of, and execute compliance with Mercy High School, MESA (Mercy Educational System of the Americas), Archdiocese of Detroit, Oakland County, Michigan State Police and Michigan Department of Education mandated reporting requirements.
- act as a resource to faculty, staff, students, parents, parent groups, coaches, and the general public regarding general information on the policies, procedures and activities of the school.
- coordinate social needs for staff meetings and school events as requested; assist as needed in support of the administrative team and reception area.
- order materials, supplies and equipment; maintain records of purchase orders and invoices, and follow procedures for necessary payments.

KEY QUALIFICATIONS/REQUIREMENTS

Applicants must demonstrate strong organizational and communication abilities, experience working with and respecting sensitive and confidential information, possess a willingness to continually enhance and optimize professional skills, and demonstrate an enthusiastic curiosity toward the investigation of technological tools.

Applicants should visibly demonstrate a willingness to expand their knowledge and engage in professional growth opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest, resume, and proof of credentials to Principal Patricia Sattler at psattler@mhsmi.org by July 25, 2021.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.