

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Assistant Principal
Department:	Administration
Reports to:	Principal
Date:	5/12/2021

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>	
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>	% time or # of hours: Click here to enter text.

General Summary

What is the primary purpose of this position?

Under the direction of the Principal, the Assistant Principal at St. Francis Catholic High School is responsible for monitoring and supporting curriculum, instruction, and student life. The AP assists the Principal in supporting the policies, regulations and procedures that ensure all students are supervised and educated in an inclusive, safe, traditional Catholic college-preparatory environment that fosters the mission of the Roman Catholic Church. Inherent in the position are the responsibilities for scheduling, curriculum development, instruction, extra and co-curricular activities, management and coordination of the academic personnel and staff, and communication with the St. Francis Catholic High School community. The Assistant Principal at St. Francis Catholic High School must be an active, practicing Catholic.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Curriculum and Instruction

- Collaborates with Administration, Faculty, and Guidance to determine and carry out the academic vision of the school.
- Assists in the establishment of goals and objectives for the school.
- Provides leadership in planning, implementing and evaluating instructional programs.
- Provides leadership in teaching techniques, innovation and class organization.
- Manages specific academic departments as assigned.
- Facilitates meetings and implements processes for the purpose of meeting curriculum guidelines.
- Assists in providing the leadership necessary to ensure that each teacher is following policies and procedures as outlined in the Diocese of Sacramento Lay Personnel Handbook, SFHS Supplemental Employee Handbook, and Teacher Contract.
- Participates in the faculty evaluation process and staff performance reviews.
- Oversees new course proposal process as requested; UC Submissions.



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- Collaborates with the Guidance Department to ensure NCAA requirements are met for student-athletes.
- Coordinates, organizes, and publishes Course Selection Handbook annually as assigned.
- Manages student course registration in collaboration with the Guidance Department.
- In collaboration with the Guidance Department and Database Manager, coordinates and facilitates the development of the building of the master schedule: instructional minutes, courses, sections, classroom assignments and teacher schedules as assigned.
- Chairs Academic Advisory Council, leading Department Chairs in discussion of curricular decisions and issues.
- Develops and oversees the semester final exam process.
- Oversees the Substitution program, including managing the support staff.

Student Support

- Supervises extra and co-curricular activities in the school at the direction of the Principal.
- Develop DFI letters to inform parents/guardians of academic concerns.
- As a member of the Academic Support Team (Guidance Counselor, teachers and Administrators) provides feedback in the development of MSP/FEP accommodation plans.
- Is an active member in campus-wide diversity work to foster and support an inclusive educational environment.

Administrative Responsibilities

- Coordinates new teacher orientation and mentorship.
- Coordinates the design of the academic master calendar in collaboration with school stakeholders.
- Oversees the development of each academic department budget in collaboration with the Director of Finance. Makes full-time employment recommendations in coordination with the Principal and Director of Finance.
- Oversees the curricular and co-curricular Arts program, including management of personnel, approval of budget requests, programmatic vision, and participation on the production team for all Arts activities.
- Oversees Registrar.

Communication

- Facilitates communication across campus-between personnel, students and/or parents.
- Interacts with parents to address curriculum, grading and personnel issues for assigned grade levels.



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- Participates in various committees (e.g. Arts Production, Arts Council, Patrons of the Arts, President's Leadership Council, Executive Staff, student life, special committees, etc.) to coordinate school-wide and academic activities.
- Assists in the communication between the school and the community.
- Is the liaison between established parent groups and administration.
- Assists in the development and presentation of parent information meetings as assigned by the Principal.

Other duties as assigned.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Master's Degree in Administrative Leadership or California Administrative Credential required.
- Advanced degree in Education and/or Teaching credential preferred.

Job experience:

- Three or more years of administrative or other relevant experience preferred.
- Experience working in secondary education preferred.

Technical/Functional skills:

- Excellent organizational and time management skills with the ability to manage multiple projects and students efficiently
- Experience in diversity work — both in training and in implementation — and a commitment to fostering culturally competent and inclusive learning environments
- Exceptional attention to detail
- Very strong presentation skills
- Very strong verbal and written communication skills
- Self-directed professional who will identify and problem solve with limited supervision
- Pastoral manner; strong ability to handle confidential information appropriately and manage sensitive conversations with tact and diplomacy
- Knowledgeable in computer applications related to the duties and responsibilities, specifically Google Suite