

**Diocese of Sacramento
JOB DESCRIPTION**

DEPARTMENT: St. Mary School

POSITION: Vice Principal

CATEGORY: Exempt

POSITION STATUS: Full-Time

SUPERVISOR: Principal

JOB SUMMARY: The school vice principal works closely with the principal, supporting his/her educational leadership, helping in the management of the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of St. Mary School.

ESSENTIAL FUNCTIONS: Applies the professional skills and knowledge of specialized field and following the specific responsibilities to perform work using considerable judgment.

General Responsibilities:

- Is available and visible
- Assumes principal responsibilities in the principal's absence
- Supports the principal in any capacity (day to day, leadership, ideas, etc.)
- Assumes daily duties assigned by principal (extension or school)

Responsibilities regarding Students:

- Provides and demonstrates a caring relationship with all students, treating them with common sense, fairness and respect
- Knows the background, abilities and special needs of all students
- Ensures the health and safety of all students
- Maintains Parent-Student Handbook Updates and Revisions
- Helps to manage school events or actions (discipline, rewards)
- Enforces school rules, regulations, and safety protocols
- Helps students with group issues (academic, behavioral, social, etc.)
- Supports teachers with immediate student issues (behavior, work ethics, etc.)
- Greets students and parents before the school day

Responsibilities as a Religious Leader:

- Supports quality Catholic religious instruction of all students
- Supports and maintains the Catholic Identity of the school through prayer, sacraments, symbols, traditions, and practices of Christian Service
- Is a person of faith who models the teaching of the Catholic Church
- Demonstrates and implements the Diocesan mission for Catholic Education

Responsibilities as an Instructional Leader:

- Engages in personal and professional
- Supports and encourages personnel (extension and school)
- Substitutes for teachers as needed
- Supports new teachers (classroom management, field trips, curriculum, check-ins, etc.)
- Visits classrooms regularly

Responsibilities as an Administrator:

- Models personal and professional ethics, respect, integrity, justice, and fairness
- Supports a safe, efficient, clean, well maintained, and productive school environment that nurtures student learning
- Demonstrates skills in decision-making, problem solving, change management, planning, conflict management and evaluation
- Provides leadership on Leadership Team, CSAC, Extension Team, etc.
- Shows attendance, work ethic and positive attitude daily
- Supports Athletic Program (AD and PE Teacher)

Responsibilities as a Communicator:

- Communicates openly and as needed with parents, students, teachers and staff
- Supports the school through the establishment of community, business, institutional and civic partnerships
- Continues to utilize effective marketing strategies to maximize exposure of school program
- Provides emotional support for parents, teachers, students and principal
- Evidences rapport and availability with pastor, staff, students and parents
- Works collaboratively to make decisions in a timely manner
- Manages conflict effectively
- Regularly checks-in with students and teachers

MINIMUM QUALIFICATIONS:

Education:

Bachelor's Degree
Teaching Credential

Experience: Three years of instructional experience.

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of the Church's mission in the Diocese of Sacramento
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Mary School
- Complies with guidelines established for bloodborne pathogen, CPR, and First Aid training
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Displays excellent written and verbal communication skills
- Demonstrates proficiency in Microsoft Word, Excel, computerized software, and in technology usage and applications
- Shows aptitude for effectively analyzing information
- Quickly establishes rapport, relates to a variety of personalities and cultures, works independently, and maintains strict confidentiality and professional ethics
- Possesses professional temperament and appearance

EMPLOYEE SIGNATURE

DATE

Mary Avila-DaRosa, PRINCIPAL

DATE

EMPLOYEE NAME

DATE