



Position Description: Assistant Principal

**ST. PATRICK – ST. VINCENT CATHOLIC HIGH SCHOOL
Vallejo, California**

THE SCHOOL:

St. Patrick-St. Vincent Catholic High School (SPSV), a Diocesan, co-educational, college preparatory high school in Vallejo, CA, has an opening for a full-time Assistant Principal for the 2022-2023 academic year. SPSV is the only Catholic high school in Solano County. We have a proud history of serving families in the Diocese of Sacramento and surrounding areas since 1870. We offer a comprehensive Catholic high school experience for over 300 students, with challenging academic programs that help them develop the skills needed to become thinking, productive, responsible citizens. SPSV also offers active co-curricular participation in a variety of athletic programs, a robust choir and theater program, as well as an active campus ministry and social justice program.

SPSV is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

THE MISSION:

St. Patrick-St. Vincent High School, a Catholic college preparatory high school in the Diocese of Sacramento, challenges its diverse student population to seek truth as creative, complex thinkers --and to be responsible citizens and compassionate individuals who share their gifts with others.

THE OPPORTUNITY:

We are currently seeking a full-time Assistant Principal

Applicants must be a practicing Catholic.

Minimum qualifications for this position include a bachelor's and master's degree in an education related major along with successful high school teaching experience. A CA Administrative Services credential is preferred.

The candidate will be responsible for working with other members of the administrative team to implement the duties assigned to the position. Candidates must be willing to lead according to Roman Catholic Church doctrine and values.



Employment Application for Position of Assistant Principal

Application Requirements:

1. Current resume
2. A compelling letter of interest
3. Three letters of recommendation
4. Diocese of Sacramento [Pre Application Statement](#)

Application materials may be emailed to

Coleen Martin, Principal
c.martin@spsv.org

Deadline for applications: June 17, 2022

Interviews will be held the week of June 27, 2022

Position begins: August 1, 2022-June 30, 2023

Notice of Non-Discrimination:

It is the policy of St. Patrick–St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.