

Diocese of Sacramento

JOB DESCRIPTION

Name:

School Name: St. Patrick – St. Vincent High School Catholic High School (SPSV)

POSITION: Assistant Principal of Academics

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: Head of School

JOB SUMMARY: The Assistant Principal of Academics respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The Assistant Principal of Academics is accountable to the Head of School and is expected to implement the school mission and philosophy, to follow and policies of the Diocese of Sacramento and to enforce the policies in the staff and parent handbooks of SPSV, and adhere to the directives set by the Head of School.

ESSENTIAL FUNCTIONS: The Assistant Principal of Academics establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Adheres to Code of Ethical Conduct
- 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
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the Head of School

Job Specific Responsibilities:

- Confers with Head of School and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Mentors and oversees teachers, ensuring that they:
 - Maintain effective classroom management and cultivate an atmosphere conducive to learning
 - Organize and prepare resources for students
 - Plan instruction carefully and implement content effectively
 - Incorporate technology into the learning environment within the classroom
 - Evaluate and grade students' work in a timely manner

- Coordinates and monitors Catechist Certification
- Communicates professionally and in a timely manner with Head of School, colleagues, parents, and students
- Works with Head of School to regularly observe all teachers
- Coordinates the WCEA/WASC accreditation
- Facilitates the Academic Board
- Coordinates professional development for teachers
- Oversees Student Activities, Campus Ministry, Christian Service, Advisory, and Counseling
- Coordinates graduation activities, including the Awards Presentation, Baccalaureate Mass and Commencement
- Coordinates the AP program, STAR Testing, Back to School Night, and Faculty/Staff Faith Formation
- Creates the master schedule in PowerSchool, course catalog, and external calendar
- Oversees academic probation and athletic eligibility and all academic remediation
- Obtains UC and NCAA approval for classes as needed
- Creates the finals schedule
- Approves all field trips
- Works with the Registrar

Record Keeping Responsibilities:

- Verifies that teachers' electronic gradebooks are accurate and up to date
- Prepares report cards for distribution at the end of each semester
- Verifies all academic recognition
- Maintains and publicizes honor roll lists
- Verifies and updates UC A-G requirements

Meeting Responsibilities:

- Attends all school events, such as but not limited to, New Student Welcome, Back to School Night, Open House, Freshmen Registration, Admissions Parade, Baccalaureate Mass, and Graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the Head of School and the Catholic School Department.

MINIMUM QUALIFICATIONS:

Education:

Master's degree with five years as a full-time teacher in the Diocese of Sacramento, or
 Doctoral degree with three years as a full-time teacher in the Diocese of Sacramento
 Administrative credential preferred

Experience: Previous instructional and administrative experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of SPSV's mission
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for all required training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in all Google applications, PowerSchool and Schoology
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE