



Mission Basilica School
31641 El Camino Real
San Juan Capistrano, CA 92675

Assistant Principal

Position reports directly to the Principal.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Responsibilities

Responsibilities will include, but are not limited to, the following:

The Assistant Principal has, as delegate of the Principal, immediate responsibility for implementing the operations of the school. This responsibility includes, but is not limited to, the following duties:

Dean of Discipline

- Ensures that students are adequately supervised during non-instructional periods.
- Ensure that school rules are fairly enforced and are uniformly observed and that student discipline is appropriate, respectful, and equitable.
- Support, counsel, assist faculty in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Follows up with students, teachers, and parents on all infractions of school rules when necessary.
- Oversees the detention process.
- Conducts uniform checks and follows up with all uniform infractions.
- Maintain written documentation of all student discipline.

Inventory Coordinator

- Distributes inventory forms for end-of-year classroom inventories.
- Orders books and supplies for the next school year.

Public Relations

- Maintain visibility and accessibility on the school campus and at school-related activities and events as requested by the Principal or as needed for grade level activities. This includes events on week nights and weekends.
- Model the school's mission, philosophy, and Student Learning Expectations for students, families, staff, and community.

Record Custodian

- Oversee the safe environment program for staff and volunteers (fingerprinting, Shield the Vulnerable)

School Safety Plan Coordinator

- Assist principal in establishing and implementing procedures to be used in event of school crisis and provide leadership in such events.
- Assists in maintaining a safe school environment.
- Coordinates fire drills with Office Manager and Facilities Supervisor.
- Establish and oversee a safe drop-off and pick-up routine.

State & Federal Funding Program Coordinator

- Attends CUSD meetings.
- Coordinates applications for funds and reimbursements to faculty.

Student Activities Director

- Supervises teachers in charge of various student activities.
- Facilitates scheduling, planning, booking, supervising etc. of events and activities including after school programs.
- Chaperones at activities as needed.

Supervision

- Assist in screening, selecting, assigning, supervising and evaluating performance of faculty; motivating employee performance and enhancing morale.
- Assists the Principal with classroom visitations and evaluations of all teacher aides and support staff by completing one written observation for each staff member per year.
- Support teacher needs with parents to include, if requested or needed, participation in parent conferences, direct communication with parents, phone calls, etc. Be proactive in anticipating faculty needs with parents.

Technology Support

- Oversees network maintenance.
- Coordinates tech support.
- Facilitates administration Typing Pal, Education City, and other software programs that need data input.
- Oversees website revisions and updating.
- Oversees 1-to-1 iPad program.

Volunteer Supervisor

- Trains, coordinates, and supervises volunteer staff in campus duties relating to supervision of students.
- Assists with student supervision before school, at recess and lunch, and after school.

Other Duties

- Serves as the Principal's representative when so directed, or when the Principal is not on campus.
- Supervises proper completion of all student records and assists the Office Manager and Secretary in the admissions process.
- Facilitate the WCEA/WASC accreditation process and maintenance of action plan.
 - End of the year submissions: Catholic Identity, Annual Report, In-Depth Study
 - School-wide survey data collection and analysis
- Assists the Principal with interviewing new faculty and staff.
- Writes, produces, and maintains the Student/Parent Handbook, Faculty Handbook, and Technology Plan.
- Communicate regularly to the Principal using methods/tools prescribed by the Principal within time limits expected by the Principal.

General Standards

- A. Demonstrates behaviors consistent with the Catholic Church values.
- B. Works effectively with all members of the staff team; maintains a cooperative working relationship interdepartmentally; maintains courteous communication with parents and visitors.
- C. Demonstrates positive rapport and cooperative working relationships with all staff and school affiliates.
- D. Reports to work as scheduled and consistently demonstrate dependability and punctuality. Provides proper notification and advance notice for being absent or tardy.
- E. Follows verbal or written instructions accurately and promptly.
- G. Complies with all Diocese of Orange policy and procedures as set forth by the Human Resource Employee handbook for Lay personnel.
- I. Consistently performs assigned work in a professional, timely and efficient manner.
- J. Prioritizes the workload and responds positively to changes in the work schedule as necessary.
- K. Works independently with minimal supervision. Seeks guidance and direction from the supervisor as necessary.
- L. Maintains a neat work area and respects the property/work area of others.
- M. Demonstrates knowledge of and uses proper channels of communications.

- N. Demonstrates practices to keep all records of information protected and confidential.
- O Observes the dress code and consistently maintains a professional appearance.
- P. Demonstrates proficient use of all school equipment. Identifies and promptly reports any equipment malfunction to Principal and/or maintenance supervisor.
- Q. Accepts constructive criticism and handles concerns/complaints in a positive and professional manner.
- R. Performs other duties as assigned by the Principal.
- S. Complies with the Diocese of Orange Safety Programs.

Qualifications

- administrative credential and/or advanced degrees.
- Exceptional understanding of the importance of confidentiality and strict adherence to Mission Basilica School's Confidentiality Policy.
- Basic understanding of individualized learning needs (including learning, behavioral, and emotional disorders).
- Basic knowledge of assessment, including standardized administration, interpretation, and utilization of test data in designing interventions.
- Specialized training and experience working with special needs students (preferred).
- Ability to administer, score, and interpret standardized assessment tools in accordance with education and training.
- Basic understanding of Mission Basilica School's curricular expectations, classroom adaptations, and specific strategies to maximize student learning success.
- Basic knowledge of behavioral principles and ability to be behaviorally descriptive in verbal and written communications.
- Excellent organization, oral and written communication skills.
- Proficiency with technology and assistive technology devices.
- Apply Universal Design for Learning strategies with students. Provide homeroom teachers with UDL support.
- Strong interpersonal skills, including the ability to effectively communicate with and support all members of the LST (teachers, parents, other MBS staff, students (when appropriate) and outside professionals (as needed).
- Ability to multi-task, meet deadlines, and work under time constraints.

Position Status

This position is an exempt, full time, 40 hours per week, 11-month position.

Application Procedure

If you wish to be considered for this position, please first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, the application form, the recommendation forms, and the teacher application requirements are available on the Diocese of Orange website at www.rcbo.org.

Once the application process through the Diocese of Orange is complete, please mail or email your resume and cover letter to Mrs. Alycia Beresford at aberesford@mbssjc.org.

Application Deadline

Until position is filled.