



ST. NORBERT CATHOLIC SCHOOL

Truth ✦ *Family* ✦ *Service* ✦ *Peace*

JOB DESCRIPTION- Assistant Principal

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together. 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.

Responsibilities

The Assistant Principal has, as delegate of the Principal, immediate responsibility for implementing the operations of the school. These responsibilities include, but are not limited to:

Curriculum & Student Services

- Work with the Principal and faculty to evaluate and enhance the curricular offerings of St. Norbert Catholic School.
- Coordinate the STREAM Program course offerings. Enhance STREAM Offerings through development of courses, procurement of materials, and development of faculty and volunteers.
- Analyze student performance data; make recommendations for curricular or program enhancements.
- Create and moderate a Campus Ministry program that involves students in faith leadership on campus.
- Co-moderate Student Council.

Supervision

- Assist with Morning Traffic Duty and Afternoon Pick-Up Duty daily.
- Assist with student supervision during the school day as needed, or as chaperone on field trips.

- Assist with supervision of volunteers and staff members. Complete one written observation of each staff member (non-faculty) annually.
- Assist in supervision and evaluation of faculty lesson plans, completion of Faculty Walkthrough Observations and Faculty Clinical Observations, to help foster improved performance and teacher morale.
- As needed, participate in parent-teacher conferences and other school-related activities, which foster the highest academic objectives.

Accreditation

- Facilitate the WCEA/WASC accreditation process as a member of the Leadership Team.
- In coordination with the Principal, maintain and implement the WCEA/WASC action plan goals, Catholic Identity goals, and In-Depth Study goals.
- Plan for the utilization of Staff Development Meeting time to implement WCEA/WASC action plan goals.
- In coordination with the Principal, complete the end-of-year submissions (“EoY”) and transmit to Diocese (Annual Report, Catholic Identity Report, and In-Depth Study).
- Facilitation collection and analysis of schoolwide survey data.

Discipline

- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook, in a fair, uniform, appropriate, and respectful manner.
- Check students daily for complete uniform and neatness of personal appearance; assign uniform infractions.
- Fulfill supervision duties punctually in order that schedules can be followed with exactness.
- Support faculty and staff in determining appropriate behavioral and disciplinary strategies for work with students.
- Follow up with students and parents as needed to ensure a coherent discipline program that enhances the lives of the students.
- Monitor detention process.
- Maintain written documentation of student discipline.
- Other duties and responsibilities as determined by the school administration.

Miscellaneous

- Serve as the Principal’s representative when so directed, or when the Principal is not on campus.
- Assist the Principal with interviews of new faculty and staff.
- Communicate regularly with the Principal using methods/tools prescribed by the Principal within time limits set by the Principal.
- Coordinate inventory, year-end text/content orders/subscriptions, and year-end supply orders.
- Work with School Secretary to ensure all texts and supplies are ordered.

- Work with Technology Coordinator to ensure all content subscriptions are ordered.
- Maintain and update the *Parent-Student Handbook* and *Faculty Handbook* annually or as needed.
- Assist Principal in establishing, implementing, and enforcing proper Safety Procedures, Disaster Procedures, and overall campus safety needs.
- Maintain visibility and accessibility on the school campus and at school-related activities, including those on nights and weekends.
- Work collaboratively with the Principal and Advancement Director to positively market St. Norbert Catholic School's programs and offerings to enhance enrollment.

General Standards

- Demonstrate behavior consistent with the values of the Roman Catholic Church.
- Comply with all policies and procedures of the Diocese of Orange.
- Preserve and maintain the reputation that our staff have earned in the past as dedicated educators with a deep personal concern for each student and for the highest qualities of education.
- Maintain a professional attitude toward education through membership in professional organizations, professional reading, and participation in professional conferences and school in-service programs.
- Follow written and verbal instructions promptly and accurately.
- Work independently; require minimal supervision; seek guidance and direction from Principal as necessary.
- Report to work as scheduled and consistently demonstrate dependability. (Provide advance notification of absence or tardiness.)
- Work effectively and positively with all members of the community.
- Prioritize the workload/work under time constraints to meet deadlines.
- Communicate cooperatively and courteously with all members of the community.
- Consistently perform assigned work in a professional, timely, and efficient manner.
- Accept constructive criticism, and handle concerns/complaints in a positive and professional manner.
- Comply with all Safety Programs and regulations.

Qualifications, Education and Experience

- Clear, valid teaching credential.
- Administrative credential and/or advanced degree(s).
- Two years administrative experience preferred.
- Understanding of and commitment to confidentiality in school matters.
- Basic understanding of individualized learning needs (i.e., learning, behavioral, and emotional disorders).
- Basic knowledge of assessment and interpretation of standardized assessment data.
- Excellent organizational skills.
- Excellent written communication skills.

- Strong oral communication skills, interpersonal skills, and the ability to mediate the communication process between families, teachers, public school learning support staff, and outside professionals.

Physical Demands & Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom/school setting.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a classroom/school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Exempt, full-time, 40 hours per week, 11-month position.

Reports to: Principal

Application Deadline: Until position is filled

Interested parties must first complete the Diocese of Orange Teacher Employment Application through the Office of Faith Formation. Application directions, forms, and requirements are available on the Diocese of Orange website:

<https://occatholicschools.org/employment/>. (click "Elementary")

After successfully completing the application process through the Diocese of Orange, you may contact Mr. Joe Ciccoianni, Principal via email:

jjciccoianni@saintnorbertschool.org.

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