

---

## **LOWER SCHOOL ASSISTANT PRINCIPAL GRADES 1 - 4 JOB DESCRIPTION 2021-2022**

---

### **School Vision Statement**

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom.

Always learning, our graduates are confident and compassionate young men and women who will make a difference.

### **School Mission Statement**

The Parish School at St. Edward the Confessor Catholic Church, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

### **Position Description**

The Assistant Principal Grades 1-4 contributes to the mission of the school and is responsible for the supervision of students, teachers and instructional assistants in grades 1-4, including the specials. This position is also responsible for coordinating the 1-4 grade class activities and for school-wide administrative tasks included in this job description and assigned by the Principal.

### **Responsibilities**

Under the direction of the Principal, the Assistant Principal Grades 1-4 has the following responsibilities:

#### Lower School Assistant Principal Tasks:

- Supervise teachers and instructional assistants for grades 1-4 including monthly grade level meetings, observations and performance evaluations, digital lesson plan review, grade book review, development of annual goals, professional development planning, communications, and the development of individual growth plans as needed.
- Serve as the liaison between parents/students and teachers in regards to curricular needs and expectations, behavior code, academic achievement, and general school policy.
- Manage school's code of conduct enforcement including uniform guidelines, behavioral expectations, and work habit expectations. Maintain physical and digital documentation

of all student discipline situations including student/parent meeting notes, and consequence acknowledgement forms.

- Provide curriculum support for all instructional programs in grades 1-4 including Reader's and Writer's and Math in Focus.
- Design and implement instructional schedules including specials for students and teachers.
- Work with instructional team in grades 1-4 to develop and document master calendar events and activities.
- Coordinate teacher review of current and new curricular resources, textbooks, and programs as needed in 1<sup>st</sup>–4<sup>th</sup> grade. Ensure that teachers inventory and submit book orders.
- Work with teachers to coordinate the 1<sup>st</sup> – 4<sup>th</sup> grade co-curricular and extra-curricular programs including on-site experiences and afterschool programs (i.e. Lift Off to Literacy, Battle of the Books, First Reconciliation, First Communion, Immigration Day, class retreats, Mission builds, Walk Through California, etc.). This coordination encompasses the planning and implementation process including processing facilities requests, master calendar coordination and approval, checklist for the activity, calendar alerts and reminders to teachers, instructional assistants, administrative team, and parent communications.
- Work with the Administrative Assistant to coordinate 1<sup>st</sup> – 4<sup>th</sup> grade field trips. This coordination encompasses the planning and implementation process including fieldtrip requests, master calendar coordination and approval, checklist for trip, calendar alerts, permission slips, waivers, insurance needs requirements, agreements, payments, refunds, and parent and teacher communications.
- Monitor monthly expenses for instructional supplies, room parent fund, bulk order supplies and other accounts related to classroom materials in grades 1-4.
- Coordinate and oversee the procurement, distribution and implementation of the 1:1 technology program including device hardware, software, and associated technology accessories in grades 1-4.
- Prepare and edit written correspondence as needed to support the events, programs, and instructional efforts of the lower school including weekly highlight articles in the Parish Post, reminders, student discipline letters, and event participation agreements.

#### Focused Administrative Tasks: Learning Support

- Collaborate with the Learning Support Director (LSD) to facilitate the Learning Support Program in grades 1–4 in support of students with ILP's, identify students who may benefit from learning support program, establish ILP's, attend ILP meetings as needed.
- Coordinate with the LSD to develop protocols and timelines to meet program needs, i.e. when Individualized Learning Plans are prepared and reviewed; when the LS team meets with parents; maintaining resource lists and referral options for parents; planning professional development opportunities for faculty, staff, and parents.
- Coordinate with the LSD to calendar Individualized Learning Plan meetings between classroom teacher and parents.
- Coordinate with the LSD to update existing Individualized Learning Plans preschool – 8<sup>th</sup> grade.
- Collaborate with the LSD to ensure proper placement for students who may be better served in a different learning environment (classroom or school).
- Collaborate with the LSD and the Admissions Director when determining admissions for students with special needs.

#### School-wide Administrative Tasks

- Perform the duties of a staff member in accordance with the current policies as outlined in the Administrative and Employee Handbooks of the Diocese.
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the Parish School at St. Edward the Confessor Parish School Faculty and Staff Handbook.
- Work collaboratively with other members of the school's staff, faculty, and administration to ensure planning of school's communication calendar, weekly Parish Post and weekly faculty/staff newsletter.
- Work collaboratively with the Principal and the AP's to implement the school-wide PBIS positive behavior program.
- Work to create and support a culture of responsible behavior, service, and stewardship within the school.
- Work with the Admission Director to review and approve applications for new incoming students in grades 1-4 based on student and parent interviews, and review of testing and intake information.
- Support the work of the Advancement Director by helping with the following events and promotions: Business Day, New Family Day, Catholic Schools' Week Open House, and Grandparents' and Special Friends' Day.
- Work collaboratively with the Schoellerman Grant liaison to review any concerns and get updates on students in the grant program.
- Assist the Administrative Team plan professional development days which may include scheduling speaker, creating schedules and ensuring proper substitutes are in place.
- Attend school administration and communications meetings, State of the School Meeting(s), Parent-Teacher Conferences, and other meetings as needed.
- Work collaboratively with members of the school's administrative team to preparing, update, and publish the Parent and Student Handbook.
- Work collaboratively with the administration team to prepare NCLB Title IIA funding grant proposals including coordination with professional support vendors, schedule coaching sessions through professional development providers, and calendar professional development opportunities in conjunction with the school's WCEA Action Plan.
- Solicit feedback from school stakeholders as a means of ensuring that their student's needs are being met including roundtable meetings, surveys, etc.
- Support the development of the Professional Learning Communities (PLCs) across concentration areas in collaboration with the administrative team.
- Serve as the liaison between the school and the Diocese of Orange Curriculum Committee
- Actively participate in the recruitment, interviewing, and hiring of new faculty and staff.
- Coordinate and implement the onboarding of new faculty and staff in collaboration with other Assistant Principals.

**Requirements:**

- Responsible for attending school-sponsored events held after normal school hours as specified in the Faculty and Staff Handbook and the Required Contract Days in the employee work agreement.
- Responsible for attending professional development opportunities sponsored by the school and the Diocese of Orange as scheduled throughout the school year.
- Responsible for attending professional development opportunities related to teacher supervision, differentiated instruction, curriculum development, student assessment, behavior management, etc. outside what is offered by the Diocese of Orange.
- Responsible for maintaining current Basic Certification through the Institute for Pastoral Ministry.

**Qualifications:**

- Knowledge and experience in the ministry of Catholic education.
- A perspective of Catholic education as a ministry, not just a job.
- Valid California Teaching Credential.
- Master of Arts in Education degree.
- Valid certification for Basic First Aid and CPR.
- A Catholic in good standing with the Roman Catholic Church.
- A strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting.
- A history of professional goal-setting, organization, implementation, and reflection for projects and programs.
- A strong command of digital skills including use of Microsoft Office, Google applications, Outlook, FACTS, Constant Contact, Renaissance Learning and Edlio.
- A willingness to employ new strategies for communications, advancement, marketing, event management, and database management.
- A flexible demeanor and willingness to adapt to school schedule changes, special events, and celebrations that help foster the school's mission of teaching to the whole child.

**Position Status**

Position is a full-time, exempt, position beginning August 9, 2021 that includes 180 student contact days and 20 non-student contact days. The salary is based on experience and Diocesan administrative salary schedule. This position is eligible for medical, dental, or vision benefits. Weekly commitment of time will range between 40-50 hours depending upon project and event needs.

**Application Procedure**

Interested candidates should mail or email your resume and cover letter to Tom Waszak at [twaszak@stedschool.org](mailto:twaszak@stedschool.org) or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

**Application Deadline**

The position will remain open until it is filled.