

Vice Principal /Resource / Learning Support Position Sts. Simon & Jude Catholic School

Sts. Simon & Jude is currently accepting applications for the position of vice principal /resource/ learning support teacher for the 2021-2022 school year.

Responsibilities and Duties Resource/Learning Support:

- Deliver instruction to a small group within a classroom environment or in another learning environment
- Provide and model effective individualized instructional strategies for students with learning disabilities
- Adapt materials to allow students to have individual needs met while meaningfully participating in the classroom activities
- Analyze, disaggregate, and monitor student data to support data driven instruction
- Determine and /or help develop appropriate individualized curricular adaptations and instructional strategies for students with special needs
- Administer assessments and monitor levels of student performance to determine efficacy of supports provided
- Schedule parents conferences, create ILP's, and liaison with the public school along with managing the appropriate documentation
- Work collaboratively with faculty to create a rigorous and differentiated instruction that challenges and is supportive of the student
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the Sts. Simon & Jude Faculty and Staff Handbook.

Responsibilities and Duties Vice Principal:

- Work with the Principal and faculty to evaluate and enhance the curricular offerings.
- Analyze student performance data; make recommendations for curricular or program enhancements.
- Assist with student supervision during the school day as needed, or as chaperone on field trips.
- Assist with supervision of volunteers and staff members.
- 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.
- 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 (Annual Report, Catholic Identity Report, and In-Depth Study).
 - 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.
 - 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.
 - 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.
 - Communicate regularly with the Principal using methods/tools prescribed by the Principal within time limits set by the Principal.
 - 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.

Requirements:

- Responsible for attending school-sponsored events, department/faculty meeting, professional development trainings and required contract days (190).
- Responsible for attending the Diocese of Orange New Teacher Orientation
- Participate in the Emmaus Institute certification program

Qualifications Teacher/ Vice Principal:

- BA/BS in education or related field from an accredited college or university.
- Valid teaching credential
- Administrative credential and/or advanced degree
- Minimum of three years classroom teaching and two years learning support preferred
- Basic understanding of individualized learning needs (i.e., learning, behavioral, and emotional disorders).

- Basic knowledge of assessment and interpretation of standardized assessment data.
- Basic knowledge of Google Classroom and Google Suite
- Understanding of and commitment to confidentiality in school matters.
- A Catholic in good standing with the Roman Catholic Church.
- Strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting