

**POSITION OPENING:** Assistant Principal

St. Francis of Assisi Catholic School, a Preschool - 8th grade school in Yorba Linda, is seeking a dynamic, experienced, and faith-filled Assistant Principal who, as an effective servant leader, will support the mission of the school. This position is for the 2021-2022 school year.

**POSITION DESCRIPTION**

**Instructional Management**

- Development and evaluation of educational programming
- Collaborate with teachers on curriculum, mapping, lesson planning and classroom management
- Support educational technology integration for deeper learning and differentiation
- Collaborate with teachers on data driven instruction and analysis, making recommendations as necessary for curricular or program enhancements
- Oversight and coordination of enrichment programs
- Inventory textbooks with faculty and place curriculum orders for all grade levels
- In coordination with the Principal, maintain documentation of progress and implementation of the WCEA/WASC action plan goals, Catholic Identity goals, and In-Depth Study Goals and complete the end of year Diocesan submissions
- Collaborate with Learning Support Staff on development of Individualized Learning Plans and ensuring implementation
- Coordinate and oversee the procurement, distribution, and implementation of the 1:1 iPad program including device hardware, software, and associated technology accessories
- Work with faculty on field trip coordination ensuring all documentation is complete
- Support development of Professional Learning Communities (PLC)

**School/Organizational Climate/Improvement**

- Design and review upper and lower grade schedules
- Collaborate with Principal on planning/scheduling faculty/staff development
- Participate in committees as necessary to support campus improvement plans and programming

### **Personnel Management**

- Create and maintain an active substitute list and schedule all subs for Kindergarten - 8<sup>th</sup> faculty
- Work with Aide Supervisor to ensure coverage, address behavioral issues and arrange for aide subs as needed
- Work with the Principal to plan/implement faculty/staff development/PLC meetings
- Complete Faculty Walkthrough Observations, Clinical Observations, Performance Evaluations and review weekly lesson plans
- Assist Principal in interviewing, selecting, and orienting new staff
- Collaborate with Early Childhood Director to support Preschool/Pre-Kindergarten program

### **Administration and Fiscal/Facilities Management**

- Supervise operations in Principal's absence
- Supervise reporting and monitoring of student attendance and work
- Assist with safety inspections and monthly safety-drills
- Organization of parent groups (Room Parents, Volunteers)
- Coordinate food service contract
- Support the work of the Director of Marketing and Development by helping with Admissions, Open House, Fundraisers, and other special events
- Support capital improvement projects under direction of Principal

### **Student Management**

- Administrative coordinator for 8<sup>th</sup> grade awards, promotion, and Mass
- Administrative coordinator for high school admissions process and applications
- Work with the Principal on updating Parent and Student Handbook policies
- Manage implementation and enforcement of Academic and Behavior policies in Student and Parent Handbook with a restorative perspective
- Conduct conferences on student and school issues with parents, students, and teachers
- Collaborate with Daycare Director on policies and positive behavior management

### **School/Community Relations**

- Assist Principal in establishing, implementing, and enforcing proper Safety Procedures, Disaster Procedures, and overall campus safety needs
- Oversight and coordination of monthly award preparation and completion
- Organize and calendar annual service programs
- Assist with Morning Drop-Off Duty and Afternoon Pick-Up Duty daily
- Proofread weekly newsletter

## **QUALIFICATIONS**

- A Catholic in good standing with the Roman Catholic Church
- Understanding of servant leadership and ministry of educational administration
- Valid California Teaching Credential
- Master of Arts in Education with emphasis on Educational Administration
- Working knowledge of curriculum and instruction
- Excellent communication skills – both verbally and in writing
- Ability to work collaboratively with students, parents, teachers, and staff
- Strong problem-solving skills with a growth mindset
- Project management history with ability to adapt with challenges
- Educational technology skills – Apple, Google Suite, FACTS, IXL, Microsoft Office, Renaissance

### **POSITION STATUS:**

Full-time, exempt position beginning July 1, 2021 through June 30, 2022 which includes 180 student contact days and 20 non-student contact days. Salary is based on experience and Diocesan administrative salary schedule. This position is benefit eligible. Weekly commitment of time will range between 45-55 hours depending upon project and event needs.

### **APPLICATION PROCEDURE AND DEADLINE:**

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Mrs. Jeannette Lambert at [jlambert@sfayl.org](mailto:jlambert@sfayl.org) or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887. Position remains open until it is filled.