



DIOCESE OF ORANGE

DEPARTMENT OF CATHOLIC SCHOOLS JOB REQUISITION

13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

INSTRUCTIONS: This form is a communication and request form. Its purpose is to communicate to the Department of Catholic Schools the need to replace or fill a position within your school. This form should be completed **BEFORE** recruiting for the position begins. Approval from the Superintendent or Associate Superintendent and Principal is required.

1. **SCHOOL:** St. Junipero Serra Catholic School
2. **POSITION TO BE FILLED¹:** Assistant Principal **DATE OF REQUISITION:** 2/22/23
3. **REQUESTED BY:** Elise Trent
4. **POST TO CATHOLIC SCHOOLS WEBSITE** ☒ / **EDJOIN** ☒ / **DO NOT POST** ☐
5. **FOR WEBSITE POSTING USE:**
 - **JOB DESCRIPTION:** YES ☒ NO ☐
6. **IF MULTIPLE POSITIONS, LIST BELOW:**
 -
7. **BLANKET REQUISITION²** YES ☐ NO ☒
8. **REPLACEMENT:** *Potential opening if Principal position is filled internally.* YES ☒ NO ☐
9. **NEW POSITION INCLUDED IN BUDGET:** YES ☒ NO ☐
10. **SALARIED:** ☒ Diocesan Salary Scale or **HOURLY:** ☐ **RATE OF PAY:** \$
11. **POSITION REPORTS TO:** Tim Tolzda - Sr. Principal
12. **WORK HOURS:** FULL-TIME ☒
PART-TIME ☐ **HOURS FROM** **TO**
OTHER: 12 month position
13. **ANTICIPATED HIRE DATE:** 7/1/23
14. **IF FILLED PENDING APPROVAL, APPLICANT NAME:**

APPROVALS:

See attached email.

Principal Signature

Date

Superintendent/Associate Superintendent Signature

Date

¹ Note **MULTIPLE** if this job requisition is for several positions i.e., 1st, 2nd, 3rd grade teachers. List positions on Line 5.

² This requisition will cover the multiple hires of the **SAME** positions i.e., subs, aides. Part-time, hourly ONLY.



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

The Catholic Schools in the Diocese of Orange operate as ministries of their respective parishes. Their mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

St. Junipero Serra Catholic School, located in Rancho Santa Margarita, CA, is one of the largest Preschool to 8th Grade Catholic schools in California. We provide students with outstanding Catholic faith formation and we nurture our students to live and model their Catholic faith as servant leaders of Christ.

The Assistant Principal is tasked with providing strong Catholic Leadership. As one of the schools' religious leaders, instructional leaders, administrators and communicators, the Assistant Principal will model their commitment to the Catholic identity of the school community. This position will report to the Principal.

The Assistant Principal will provide support to the Principal, as needed. Responsibilities will include, but are not limited to, the following:

- Work collaboratively with the Principal to support the school's mission and vision for the education of its students.
- Direct supervision of Instructional Assistants, including their attendance. Manage Teacher Attendance Records and the scheduling of Substitutes.
- Oversee assigned departments, programs and events. This may include yard supervision, extended care, library, health room, student attendance, student discipline, safety/disaster preparedness programs, homework club, extracurricular sports, summer programs, PTO events, various student services and others.
- Assist Principal with regular teacher observations and walk through observations.
- Assist Principal with teacher growth plans and evaluations. Assist in overseeing mentor teacher program.
- Track ongoing teacher credential cleaning.
- Assist Principal with overseeing curriculum mapping.
- Research, plan and provide professional development of teachers and instructional assistants, including ongoing Diocesan professional development requirements.
- Support the teachers in their role in the behavior management program.

QUALIFICATIONS FOR POSITION:

A qualified candidate must:

- Be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith, together with a regular presence/visibility at parish weekend liturgies.
- Have a growth mindset in developing positive relationships and enrollment, together with proven written and verbal communication skills.
- Possess a California Administrative Credential or be currently enrolled in a California

Administrative Credential program.

- Demonstrated successful knowledge and experience in elementary education. Minimum of five years teaching experience required.
- Demonstrate a high level of interpersonal, collaborative, organizational, and administrative skills, especially as it pertains to teaching staff and parents/guardians.
- Offer a welcoming spirit to exemplify an important overall parish value of hospitality.

APPLICATION PROCESS:

Please email a current resume with cover letter to:

Elise Trent, Director – Human Resources
St. Junipero Serra Catholic School
etrent@serraschool.org

To expedite the Diocesan Administrative Application process, please copy Nanci De la Rosa-Ricco, Executive Assistant to the Superintendent (nricco@rcbo.org). Upon receipt of the above, the Diocesan Administrative Application and application guidelines will be forwarded to the candidate.



St. Junipero Serra
Catholic School

Elise Trent <etrent@serraschool.org>

Re: Job Requisition - Assistant Principal (SJSC)

1 message

Tim Tolzda <ttolzda@serraschool.org>
To: Elise Trent <etrent@serraschool.org>

Wed, Feb 22, 2023 at 11:48 AM

Approved

Tim

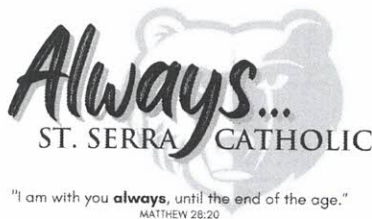
On Feb 22, 2023, at 11:42 AM, Elise Trent <etrent@serraschool.org> wrote:

Tim -

Please review and approve the attached job requisition by responding to this email. Thanks!

Elise Trent
Director - Human Resources

St. Junipero Serra Catholic School
23652 Antonio Parkway, Rancho Santa Margarita, CA 92688
Direct Telephone: (949) 546-8768
etrent@serraschool.org
Telephone: (949) 888-1990 | www.serraschool.org



<Job Requisition - Assistant Principal 2-22-23.docx.pdf>