

Saint Juliana Falconieri School Vice Principal

Position Goal: Further the mission of Saint Juliana Falconieri Catholic School by supporting the Principal, faculty, students and families while bringing value to our Catholic school's program.

Reports to: Principal Start Date: Early Summer 2022

Education

A Bachelor's degree or higher
Master in Educational Leadership, or similar preferred
Valid teaching credential
Current administrative certification is highly desirable

Qualifications & Experience

3 years administrative/leadership experience and teaching experience highly preferred
Experience in supervising academic and program development and facilitating implementation
Establish/foster a positive and safe school culture
Proven management and leadership capabilities, as well as team-building skills
Excellent interpersonal communication and writing skills
Experience in developing and achieving an organization's strategic plan and development initiative
Experience in making data-driven decisions
Proven track record in leading change and school improvement initiatives.
Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice.
Strong commitment to, and proven record of, fostering community involvement and support
Demonstrated ability in conflict resolution
You will need to be fully vaccinated against COVID-19 (submission of proof of vaccination will be required)

Desired Skills and Characteristics

You are dependable, humble, have a sense of humor, and are committed to Catholic education
You possess a growth mindset and passion for learning
Excellent interpersonal and communication skills
Strong, culturally sensitive, collaborative leadership style and ability to work with others to achieve school improvement
Knowledge of current trends in education
Knowledge of current approaches to assessment, benchmarking and tracking of results.
Professional awareness about the role of technology in 21st century schools
Ability to engage in multiple tasks, to motivate, collaborate and inspire others
Ability to build teams, including school and community partnerships
Results oriented, self-motivated, dynamic, energetic and creative

Excellent organizational and managerial skills including the ability to motivate and lead a diverse team

Competencies

Leadership

Collaboration & Teamwork, Interpersonal Skills

Communication Ability

Vision & Strategic Planning

Decision Making

Organizational Management

Responsibilities

Fosters positive relationships and culture

Assist with the general operation of the school

Maintain professional standards and a school environment that is productive, safe and focused

Supports admissions, administering screenings, being the first point of contact for new families and communicating with prospective parents

Supports the ongoing implementation of the WCEA/WASC and Strategic Action Plan goals

Approves all field trips and ensures proper completion of forms and coordination of travel, ensuring safety and compliance with Safeguard the Children

Collects data for and completes census and surveys

Responsible for investigation of, correspondence with, and implementation of applicable Federal and State programs at the site level

Assists in the annual revision of the parent, student, and faculty handbooks

Assists in supervision as needed

Maintain work hours extending beyond school hours for other professional duties or functions such as being in contact with parents, students, and staff to discuss student issues/concerns, staff meetings, school events, Parent Information Meetings, etc.

Coordinate and supervise safety plan (crisis team, building inspection, building keys and inventory, compliance laws)

Assist the Principal in providing and implementing an appropriate program of studies and curriculum policies for the student body

Perform any other duties assigned by the Principal

Students

Coordinates to support communication and follow up between students, faculty, staff and parents

Monitors attendance and follows up with families

First point of contact for discipline, discipline students and follow up with Principal, parents and teachers

Oversees student HS recommendations, ensures accuracy of report cards

Faculty & Staff Supervision

Works with teachers to lead best practices in using data and assessment to shape instruction, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need.

Supervises and evaluates faculty members and staff in collaboration with the Principal

Implements policies, which relate to the professional conduct of faculty members in such areas as dress, grooming, deportment, attendance and punctuality

Conducts informal classroom observations, instructional supervisions, and formal evaluation visits

Gather and provide appropriate input for the annual, written evaluation of each teacher, submitted to the Principal

Observing instructional delivery and providing feedback to enhance and support the development of each teacher's content area

supporting teachers in the design of units and lessons for the development of their year-long curriculum

analyzing data in order to modify curriculum and forms of assessment to meet students working with the academic staff in the school to support the sharing of best practices

Supports faculty as needed in the completion and renewal of credentials

Supports the planning of faculty in-service and staff development opportunities

Coordinates the assignment of teachers to substitute for absent teachers, as needed

Records and approves absences and time cards with communication to Principal and front desk as necessary

Coach, develop and mentor teachers and staff

Implements policies and procedures related to studies such as grading, grade books, exams, and report cards

Notifies the Principal in cases where the policies of the school are not properly carried out

Reviews grade sheets for accuracy, correctness and timeliness

Assists the Principal in the interviewing and hiring of new teachers

Families & Stakeholders

Enhances communication and understanding of school goals, operations, and daily ongoing

Provides guidance as necessary

Qualified applicants should submit their cover letter, resume, 3 letters of recommendation (2 from recent supervisors preferred), and contact information for 3 professional references to mgonzales@stjulianaschool.org