



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

## ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

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***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 8<sup>th</sup> 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](mailto:nricco@rcbo.org)). Upon receipt of the above, the Diocesan Administrative Application and application guidelines will be forwarded to the candidate.