

## **Assistant Principal Job Description**

**POSITION OPENING:** Assistant Principal      **“Full Time”**

### **POSITION DESCRIPTION**

St. Francis of Assisi Catholic School, a Preschool – 8<sup>th</sup> 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 2023-2024 school year.

### **Instructional Management**

- 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 the development of Individualized Learning Plans and ensure their implementation
- Coordinate and oversee the procurement, distribution, and implementation of the 1:1 iPad program including device hardware, software, and associated technology accessories with our technology director.
- Work with faculty on field trip coordination and calendaring, ensuring all documentation is completed in a timely manner
- Support the development of Professional Learning Communities (PLC)
- Will observe teachers write performance reviews

### **School/Organizational Climate/Improvement**

- Collaborate with the Principal and Assistant Principal on planning, scheduling faculty, and 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 – 8th-grade faculty
- Work with the Aide Supervisor to ensure coverage, address behavioral issues, and arrange for aide substitutes as needed
- Complete Faculty Walkthrough Observations, Clinical Observations, and Performance Evaluations/review weekly lesson plans
- Assist the Principal in interviewing, selecting, and orienting new staff
- Collaborate with the Early Childhood Director to support the Preschool and Pre-Kindergarten program

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

- Assist with safety inspections and monthly safety drills
- Supervise operations in the Principal's absence
- 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 the direction of the Principal

### **Student Management**

- Serve as the administrative coordinator for 8th-grade awards, promotions, Mass, and all school awards
- Serve as the administrative coordinator for the high school admissions process and applications
- Work with the Principal on updating the Parent and Student Handbook policies
- Manage, implement, and enforce academic and behavior policies from the Student and Parent Handbook with a restorative perspective
- Conduct conferences on student and school issues with parents, students, and teachers
- Collaborate with the Daycare Director on policies and positive behavior management

### **School/Community Relations**

- Assist the Principal in establishing, implementing, and enforcing proper safety procedures, disaster procedures, and overall campus safety needs
- Oversee and coordinate the monthly award preparation and completion
- Assist with Morning Drop-Off Duty and Afternoon Pick-Up Duty daily
- Proofread the weekly newsletter