



Jesus Walks On This Campus

Job Description Vice-Principal

Holy Family Catholic School is dedicated to the education and formation of the whole child – spiritually, intellectually, artistically, psychologically and socially. Our ministry of education supports diverse learning styles and scholastic experiences.

Summary

Under minimal guidance from the Principal the Vice-Principal will serve in a leadership role, overseeing, developing and continuously improving the goals of HFCS including: administration of the school, professional enrichment, provide leadership and direction to administrative staff, teachers, aides and other employees, ensure compliance with all policies, procedures and regulations. Responsible for the planning, development and adherence of schedules. Routine review and planning for the maintenance of school facilities. Support all aspects of student management, including academics, discipline and events. Represent HFCS by fostering positive relationships with parents, families and the community.

Representative Duties

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not design to be interpreted as an exhaustive listing of all tasks required of the employees assigned to this job.

1. Develop annual school year schedules to accommodate all events, training, in-service, field trips, required meetings, supportive committees and other considerations. Coordinate with the principal on administrative staff, teachers and aides professional development and skills betterment.
2. In coordination with the Principal, ensure continued WASC accreditation, maintain documentation of progress and implementation of the WCEA/WASC action plan goals, ensure timely reporting and coordinate efforts.
3. Maintain an on-campus presence. Be regularly available for afternoon, evening and weekend meetings and events including, but not limited to Back to School Night, Open House, 8th Grade Graduation, First Communion, Stations of the Cross, Parent Faculty Association events, annual fiesta, Advisory Council, School Dances etc. Participate in committees as necessary to support instructional and campus improvements. Assist in developing, coordinating and ensuring morning drop-off and afternoon pick-up.
4. Create and maintain an active substitute teacher list and oversee the schedule for all kindergarten through 8th grade classes.

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- Demonstrable proficiency in the use of technology, including but not limited to the Microsoft Office Suite of products, Google Education Suite, FACTS, Renaissance Learning Assessment Suite and any other programs determined necessary.

Education and Experience

- A bachelor's degree from an accredited university with a valid State of California Teaching Credential or State-issued equivalent.
- A minimum of five years teaching or administrative experience.
- CPR / AED training certification desired but not required.

Working Conditions / Physical Activities

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

- Walking, standing, sitting, stooping, bending, reaching, talking, hearing, seeing, repetitive motions, carrying and finger dexterity.