



Job Profile

Job Title:	Assistant Principal
Department:	Administration
Reports to:	Principal
Date:	3/28/24

General Summary

What is the primary purpose of this position?

Under the direction of the Principal, the Assistant Principal at St. Francis Catholic High School is responsible for monitoring and supporting curriculum, instruction, and student life. The AP assists the Principal in supporting the policies, regulations and procedures that ensure all students are supervised and educated in an inclusive, safe, traditional Catholic college-preparatory environment that fosters the mission of the Roman Catholic Church. Inherent in the position are the responsibilities for scheduling, curriculum development, instruction, extra and co-curricular activities, management and coordination of the academic personnel and staff, and communication with the St. Francis Catholic High School community. The Assistant Principal at St. Francis Catholic High School must be an active, practicing Catholic.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Curriculum and Instruction

- Collaborates with Administration, Faculty, and Counseling to determine and carry out the academic vision of the school.
- Assists in the establishment of goals and objectives for the school.
- Provides leadership in planning, implementing and evaluating instructional programs.
- Provides leadership in teaching techniques, innovation and class organization.
- Manages specific academic departments as assigned.
- Facilitates meetings and implements processes for the purpose of meeting curriculum guidelines.
- Provides leadership and oversight of the PLC process.
- Manages textbook process. Works in collaboration with department chairs to determine textbook needs across the curriculum. Oversees outside textbook vendor to ensure a clear and smooth process for attainment and buy-back for families.
- Assists in providing the leadership necessary to ensure that each teacher is following policies and procedures as outlined in the Diocese of Sacramento Lay Personnel Handbook, SFHS Supplemental Employee Handbook, and Teacher Contract.



Job Profile

- Participates in the faculty evaluation process and staff performance reviews.
- Collaborates with the Counseling Department and Principal to ensure NCAA requirements are met for student-athletes.
- In collaboration with the other Assistant Principal position and the Principal, chairs Academic Advisory Council, leading Department Chairs in discussion of curricular decisions and issues.

Student Support

- Supervises extra and co-curricular activities in the school at the direction of the Principal.
- Responsible for Graduation planning and execution. Oversight of all graduation activities, including management of venue, program, speaker coordination, diplomas, gowns, attendance, tickets, etc.
- Oversees Awards Program, including award determination, event, distribution, etc.
- Develops DFI letters to inform parents/guardians of academic concerns.
- As a member of the Academic Support Team (Guidance Counselor, teachers and Administrators) provides feedback in the development of MSP/FEP accommodation plans.
- Is an active member in campus-wide diversity work to foster and support an inclusive educational environment.

Administrative Responsibilities

- In collaboration with the other Assistant Principal role and the Director of Finance, oversees the development of each academic department budget. May make full-time employment recommendations in coordination with the Principal, other Assistant Principal role, and Director of Finance.
- Oversees the curricular and co-curricular Arts program, including management of personnel, approval of budget requests, programmatic vision, and participation on the production team for all Arts activities.
- Manages overall function and flow of the Counseling Department. Oversees the personnel, including management of all counselors, college advisors, and administrative assistant to counseling. Sets programmatic vision and manages departmental budget.
- Oversees Learning Support Specialist.
- Oversees Registrar and all standardized testing.

Communication

- Facilitates communication across campus-between personnel, students and/or parents.



Job Profile

- Interacts with parents to address curriculum, grading and personnel issues for assigned grade levels.
- Participates in various committees (e.g. Arts Production, Arts Council, Patrons of the Arts, President's Leadership Council, Executive Staff, student life, special committees, etc.) to coordinate school-wide and academic activities.
- Assists in the communication between the school and the community.
- Is the liaison between established parent groups and administration.
- Assists in the development and presentation of parent information meetings as assigned by the Principal.

Other duties as assigned.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Master's Degree in Education or related field, or California Administrative Credential required.
- Advanced degree in Education and/or Teaching credential preferred.

Job experience:

- Three or more years of administrative or other relevant experience preferred.
- Experience working in secondary education preferred.

Technical/Functional skills:

- Excellent organizational and time management skills with the ability to manage multiple projects and students efficiently
- Experience in diversity work — both in training and in implementation — and a commitment to fostering culturally competent and inclusive learning environments
- Exceptional attention to detail
- Very strong presentation skills
- Very strong verbal and written communication skills
- Self-directed professional who will identify and problem solve with limited supervision
- Pastoral manner; strong ability to handle confidential information appropriately and manage sensitive conversations with tact and diplomacy
- Knowledgeable in computer applications related to the duties and responsibilities, specifically Google Suite



Job Profile

Employee Signature:

Date:

--

Supervisor Signature:

Date:

--

HR Signature:

Date:

--