



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Principal

Reports to: Principal

Employment Status: Full Time, 12 months

FLSA Status: Exempt

Compensation: A competitive salary and benefits package is offered, commensurate with experience.

## Position Description

The Assistant Principal at Christian Brothers High School models the highest standards of professional and collegial conduct, supporting the school's mission and philosophy. The Assistant Principal initiates and demonstrates leadership and management skills by promoting positive faculty, staff and student collaboration while fostering high expectations, excellence, creativity, and outstanding achievement throughout the areas of his/her responsibilities. As a participating member of the school's Leadership Team, the Assistant Principal is expected to implement school policies and practices at all levels of the school's operations. Specifically, the Assistant Principal advises the Principal and other school administrators regarding the supervision of faculty and staff, and all matters pertaining to curriculum and instruction.

## Essential Job Duties and Responsibilities

1. Be/Become familiar with the main principles and tenets of Lasallian Catholic education and actively support the mission, philosophy and goals of the school.
2. Promote the standards and good name of the school both internally and externally.
3. Support and participate in the school's strategic planning processes.
4. Develop, implement and administer policies to affect positive student behavior in the school and school related activities.
5. Support and assist with supervision of co-curricular activities.
6. Be responsible for the articulation, interpretation, and administration of school policies and procedures affecting student learning and conduct.

7. Work with and supervise faculty and support staff in areas of student support services.
8. Coordinate the supervision and evaluation process of school faculty.
9. Oversee the supervision and evaluation of instructional support staff.
10. Assist the Principal and Administration in the improvement of instruction by consulting with assistant principals, department chairpersons and faculty.
11. Serve as administrative coordinator for WCEA/WASC accreditation process.
12. Partner with other assistant principal(s) to oversee the annual development of the school's master schedule and schedule students and faculty into classes using the school's SIS database (PowerSchool).
13. Partner with other assistant principals to provide supervision and leadership in developing and administering policies and practices related to the summer school program.
14. Supervise the administration of student records.
15. Supervise certain auxiliary services and programs such as staff development, field trips, instructional material acquisitions, back to school night, student-parent-teacher conferences, and other special programs as assigned.
16. Assist in the leadership of the Curriculum Committee for curriculum planning and development and assist in supervising the development of new or revised curricula.
17. Oversee and supervise the allocation of resources for learning support materials. Develop, update and oversee the textbook acquisition process for students and teachers.
18. Supervise the development and implementation of standards across the curriculum.
19. Attend school Leadership Team meetings, including offsite, overnight planning activities.
20. Serve as a delegate of the school Principal and President in interpreting the school's mission, philosophy, and instructional program and attend meetings of school committees and teams as required.

### Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated leadership ability.
3. Education equivalent to a Master's degree from an accredited organization and possession of a California teaching or administrative credential.
4. Prior experience in secondary education; administrative experience at the high school level preferred.
5. Dedication to pursuing professional growth in technology and relevant trends in education through research, conferences, workshops and continuing education.
6. Excellent oral, written and verbal communication skills.

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org) by May 31, 2017.

