



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Principal of Curriculum & Instruction

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 of Curriculum and Instruction models the highest standards of professional and collegial conduct, supporting the school's Lasallian Catholic mission and philosophy. The Assistant Principal of Curriculum and Instruction collaborates closely with the Principal and shares administrative and supervisory responsibility for the school as a whole with other school administrators and has specific responsibility for the quality of mission-effectiveness of student learning. The Assistant Principal of Curriculum & Instruction is responsible for the school's curricular programs through supervision of the following areas of the school: Curriculum Committee, the Academic Review Board, and the grade-level and college counselor(s).

## 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. Prepare, build, and implement the Master Schedule in conjunction with the Registrar and Admin Team.
5. Consult with Department Chairs relative to teacher assignments; assign teachers to classes.

6. Supervise the preparation and processing of all grade reports, related lists and the dissemination of this information to the appropriate persons and offices.
7. Chair the Academic Review Board which reviews and determines the academic status of students who fall below a 2.0 average.
8. Oversee development and implementation of Academic Action Plans in conjunction with the AP of Student Life and Instruction and the ARC team.
9. Support and assist with supervision of co-curricular activities.
10. Be responsible for the articulation, interpretation, and administration of school policies and procedures affecting student learning and conduct in conjunction with the AP of Student Life and Instruction and the Dean of Students.
11. Work with and supervise faculty and support staff.
12. Coordinate the supervision and evaluation process of school faculty and support staff in conjunction with the AP of Student Life and Instruction.
13. Assist the Principal and administration in the improvement of instruction by consulting with assistant principals, department chairpersons and faculty.
14. Serve as administrative coordinator for WCEA/WASC, E3 and LCAP accreditation process.
15. Partner with other assistant principal(s) to provide supervision, oversight and leadership in developing and administering policies and practices related to the summer school program.
16. Coordinate Back-to-School Night and academic awards nights.
17. Collaborate with Human Resources in regard to hiring faculty and staff.
18. Work with the Director of Student Services and the Counseling Department to coordinate students' needs and accommodations.
19. Assist in the leadership of the Curriculum Council for curriculum planning and development and assist in supervising the development of new or revised curricula.
20. Serve as member of the hiring committee as appropriate and requested.
21. Oversee and coordinate AP testing and materials.
22. Coordinate curriculum development and implementation, supervision of faculty, and professional growth for all faculty together with the AP of Student Life and Instruction.
23. Assist with the formulation and implementation of professional growth days.
24. Assist with the Mentor Teacher program for new faculty.
25. Coordinate the use of the SIS system with the Registrar for all users.
26. Supervise the development and implementation of standards and growth metrics throughout departments and across the curriculum.
27. Oversees the calendaring committee
28. Attend school Leadership Team meetings, including offsite, overnight planning activities.
29. 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.
30. Assume the duties of the Principal, together with the AP for Student Life and Instruction should the current Principal be absent or incapacitated.
31. Perform other duties as assigned by the school Principal.

### Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated recent and relevant expertise in curriculum and instruction.
3. Demonstrated leadership ability.
4. Ability to communicate effectively with all constituents in a school environment.
5. Education equivalent to a master's degree from an accredited organization.
6. Possession of a current California credential required; an administrative credential is preferred.
7. Prior experience in secondary education; administrative experience at the high school level preferred.
8. Possess a confidence or comfort with educational technology.
9. Excellent oral, written and verbal communication skills.

Interested parties meeting the qualifications and competencies above are encouraged to submit the following to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org):

- A cover letter explaining interest and qualifications for the position
  - Statement of Catholic educational philosophy
  - Current resume
  - Names, email addresses and phone numbers of three professional references
  - Two written recommendation letters
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- **Deadline:** Applications are due by May 31, 2021. Christian Brothers seeks to ensure that there is an outstanding Assistant Principal in place for July 2021.