



# CHRISTIAN BROTHERS HIGH SCHOOL

Position: Assistant Principal of Student Life and Instruction

Reports to: Principal

Employment Status: Full Time, 12 months

FLSA Status: Exempt

Compensation: \$90,000 - \$125,000 DOE, generous benefit package.

## Position Description

The Assistant Principal of Instruction and Student Life models the highest standards of professional and collegial conduct, supporting the school's Lasallian Catholic mission and philosophy. The Assistant Principal of Instruction and Student Life 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. Specifically, the Assistant Principal of Instruction and Student Life collaborates closely with the Principal and is responsible for the school's educational technology, co-curricular programs, non-core academic programs and support services through supervision.

## 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. Supervise the administration of educational technology.
4. Support and participate in the school's strategic planning processes.
5. Develop, implement, and administer policies to affect positive student behavior in the school and school related activities.
6. Manage campus security as it relates to student safety.
7. Oversee/supervise the Dean of Students and act as a resource for student discipline.
8. Oversee/supervise the Wellness Counselor.

9. Supervise campus ministries, student activities and Christian service events and programs.
10. Support and assist with supervision of co-curricular activities.
11. Be responsible for the articulation, interpretation, and administration of school policies and procedures affecting student learning and conduct.
12. Work with and supervise faculty and support staff.
13. Coordinate the supervision and evaluation process of school faculty and support staff.
14. Assist the Principal and administration in the improvement of instruction by consulting with assistant principals, department chairpersons and faculty.
15. Serve as administrative coordinator for WCEA/WASC accreditation process.
16. 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.
17. 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.
18. Assist in the leadership of the Curriculum Council for curriculum planning and development and assist in supervising the development of new or revised curricula.
19. Assist with the Mentor Teacher program for new faculty.
20. Supervise the development and implementation of standards across the curriculum.
21. Attend school Leadership Team meetings, including offsite, overnight planning activities.
22. 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.
23. Assistant Principal may be required to teach in the classroom.
24. 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 recent and relevant expertise in educational technology.
4. Demonstrated leadership ability.
5. An understanding of organizational dynamics and systems to ensure strong collaboration among administrators, with an understanding of what constitutes an effective president-principal model.
6. Ability to communicate effectively with all constituents in a school environment.
7. A commitment to diversity, equity and inclusion. Have the desire and skill to work with a diverse community in a meaningful and genuine manner.
8. Education equivalent to a master's degree from an accredited organization.
9. Possession of a current California credential required; an administrative credential is preferred.
10. Prior experience in secondary education; administrative experience at the high school level preferred.
11. Possess a confidence or comfort with educational technology.
12. Excellent oral, written and verbal communication skills.

## Application

Interested parties meeting the qualifications and competencies above are encouraged to apply.

- Electronic submission of materials is required. Please submit materials to Human Resources at [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org)
- Candidates should submit the following documents:
  - Cover letter explaining their interest and qualifications for the position
  - Statement of Catholic educational philosophy
  - Current resume
  - Names, email addresses and cell phone numbers of three professional references
  - Two written recommendation letters
- **Deadline: Applications are due by June 30, 2023.** Christian Brothers seeks to ensure that there is an outstanding Assistant Principal in place by August 2023 for the start of the 2023-24 school year.