



## Vice Principal Academics

**Reports to:** Principal

**Job Status:** Full-time, 12-month, Exempt

**Salary Information:** Commensurate with experience

**Description:** JSerra Catholic High School is seeking an exceptional school administrator to provide leadership and oversight for the academic programs under the general direction of the Principal. General responsibilities include promoting our Catholic identity while overseeing academic programs. Duties include establishing and overseeing a mentoring program for new teachers; observing new and existing faculty and coaching teachers, department chairs and individuals in education support roles with the goal of enhancing content and methods of instruction. Individual will oversee the Curriculum Planning process and report on assessment data from both the classroom and the school as a whole. Responsible for coordinating summer school programs and providing oversight of Counseling, SERP, Library Media Specialist, and On-Line education programs. Must possess strong communication skills with the ability to multi-task. Strong observation skills with ability to listen and appropriately assess complex situations and provide thoughtful, fair and appropriate recommendations and solutions. Must have ability to motivate and inspire confidence with faculty, parents and school leadership. Applicants must have the ability to participate in shared decision-making in a team environment, have excellent oral and written communication skills, and be proficient in using technology.

### Responsibilities

- Responsible for the supervision and evaluation of the faculty (with Principal)
  - Conduct annual and on-going faculty evaluations
  - Conduct student assessments of teachers and analyze/report findings
  - Support Principal in summative performance evaluations
- Oversee Professional Development of Faculty
  - Faculty observations and evaluations (with Principal)
  - Track, coordinate and encourage Faculty Professional Development
  - Conduct New Teacher Orientations (with Principal)
  - Oversee New Faculty Mentor Program Director
- Supervise Various Departments/Directors/Programs
  - Supervise Library Media Specialist
  - Supervise SERP Director and related resource programs
  - Supervise Director of Online Learning
  - Oversee Magnet Programs/Magnet Directors
  - Supervise and support Director of Counseling/SIT Team
- Serve as the Principal of Summer School
  - Supervise the scheduling of classes for summer school.
  - Recruit and assign faculty to teacher summer school.
  - Approve summer school classes for transcript eligibility.
- Assist Principal and Vice President of Mission & Faith in Faculty recruitment, hiring and on-boarding
- Provide oversight of Academic Budget
- Create Master Schedule (with Principal and Director of Counseling)

- Committee Responsibilities
  - Serve on Curriculum Committee
  - Serve on Disciplinary Review Committee
  - Serve on Planning Council
  - Serve on the Academic Review Committee
- Work with parents and teachers to assess, investigate and resolve student academic matters
- Work with Principal to address and assess, investigate and resolve faculty issues
- Serve as Liaison to Capo Unified in use of ESSA and other District Funds available to JSerra
- Review and edit annually *Faculty Handbook* and *Parent-Student Handbooks* (with Principal and Vice President of Mission & Faith)
- Support Admissions as needed
- Other duties as assigned by the Principal

### **Knowledge, Skills, and Abilities**

- Candidate must have prior experience and familiarity supporting academic projects/programs in secondary education
- Excellent interpersonal communication skills – including writing, speaking, and presenting
- Proficient in planning and coordinating curriculum at the secondary level
- Familiarity and proficiency using School systems, office tools and equipment
- Prior experience and familiarity with school software systems and tools, including Schoology, strongly preferred

### **Education & Experience**

- Master’s degree in Education or equivalent required
- A single-subject teaching credential is desired
- A minimum of five years prior classroom teaching or equivalent role supporting secondary level education is required
- Successful school administrative management experience strongly preferred

### **Special Qualities & Characteristics**

- Passionate for the Mission of JSerra (i.e., the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff



### **How to Apply**

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to **[employment@jserra.org](mailto:employment@jserra.org)** that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment\***  
[https://www.jserra.org/uploaded/About\\_Us/HR/JSerra\\_Employment\\_Application\\_2020.pdf](https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.pdf)
- Essay – Provide a maximum one-page typed response to the following:
  - "Having reflected on JSerra's Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra's values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school's mission."
- For teaching positions, applicants must also provide:
  - Letters of recommendation from current (preferred) or previous supervisors (minimum of two)
  - College transcripts

\*You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.

Please ensure that complete applicant packages are emailed to [employment@jserra.org](mailto:employment@jserra.org) in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.

**JSerra Catholic High School is a religious 501(c)(3) organization**