

Full-time Vice Principal

Ecole Notre Dame des Victories (NDV) is a Catholic elementary school founded in 1924 by the Marist Fathers and is located near the financial district of San Francisco. We embrace the values of the Marists and the Sisters of St. Joseph of Orange and continue our tradition of teaching the French language and culture. As a faith-filled community, the faculty and staff of Notre Dame des Victories are committed to nurturing our students spiritually, academically, socially, emotionally and physically. We support a diverse group of learners who endeavor to develop an inclusive and compassionate world vision.

Qualifications: Must be a practicing Catholic. Must possess excellent oral and written communication skills.

This position reports to the Principal.

Responsibilities:

- Oversees religious activities in the school, including the following:
 1. Works with teachers to prepare school liturgies, class masses & prayer services
 2. Assists classroom teachers with preparation of sacraments
 3. Assists with Families Growing in Faith Program
- Oversees the Student Success Team Program
- Supervises playground during recess and lunch
- Handles student discipline
- Assists with class and playground supervision scheduling
- Attends various evening meetings including School Board
- Serves as a substitute teacher when needed
- Serves as an Academic Decathlon coach for religion
- Serves as STAR testing coordinator
- Other duties, as assigned

School-wide Responsibilities:

- Attends evening and weekend school events as required
- Serves on the collaborative middle school team
- Attends weekly meetings (faculty and middle school)
- Attends all school masses, faculty retreats and prayer services
- Serves as site safety coordinator
- Participates in professional development workshops

Hours: 7:30 a.m. – 4:30 p.m.

Compensation is competitive and includes a generous benefit package.

Please send cover letter and resume to office@ndvsf.org.
Sarah Currier, Principal
Ecole Notre Dame des Victories
659 Pine Street
San Francisco, CA 94108