

Vice Principal -- St. John the Baptist Catholic School

REPORTS TO: Principal

SUPERVISES: Students and Staff

QUALIFICATIONS: Possess a valid CA Credential

At St. John the Baptist Catholic School, the Vice Principal has several key responsibilities and roles. First, the Vice-Principal, under the direction of the Principal, helps to implement and enforce school policies and regulations as well as the policies, regulations, and procedures of the Department of Catholic Schools, helping to ensure that students meet the Schoolwide Learning Expectations and meet or exceed the State Common Core Curriculum Standards. Second, the Vice Principal works constructively with the staff, providing both supervision and support, communication and a receptiveness to new ideas. Third, the Vice-Principal is a community builder, acting as liaison with the Parent-Teacher Group (PTG) team and providing administrative support for all school community/fundraising events. Inherent in this position are the responsibilities for discipline of students, supervision of staff, curriculum development, program evaluation, supervision of extracurricular activities, and general operations of the school.

PERFORMANCE RESPONSIBILITIES

- Adheres to and enforce school policies, administrative directives, and diocesan standards -- including those of the Drexel School System.
- Assists Principal in daily supervision of staff and students.
- Communicates on a daily basis with the principal and act as the liaison between school staff, principal, parents and students.
- Makes any necessary administrative decisions in the principal's absence.
- Assists in administrative decisions regarding school policy and parent-teacher-student relationships.
- Works with parent and school-related organizations to maintain positive school-community relations
- Assists in the administration and supervision of special events
- Assists in the management of the building, equipment, books, and supplies.
- Assists in the evaluation of student assessment data as it relates to student and program needs.
- Assists in the development of all school schedules.
- Prepares parent communications and any school reports as assigned, including end of year reports.
- Attends Catholic School Vice-Principal, Curriculum Coordinator, and other administrator meetings as needed.
- Performs other duties as assigned by the Principal and/or the Department of Catholic Schools.

Please send resume and cover letter to Christopher Brazil at christopher.brazil@dsj.org