



## Vice-Principal Job Description

### GENERAL RESPONSIBILITIES

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation from the hours of 7:45-3:45, Monday-Friday for 210 days a year.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assist the principal in developing and maintaining an effective educational program consistent with the Archdiocese of San Francisco's guidelines; meeting and conferring with students, parents, faculty and staff.
2. Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
3. Assist with the WCEA/WASC process.
4. Serve on a WCEA/WASC accreditation team.
5. Monitor detention on Tuesday and Thursday.
6. Provide the principal with a detention log once a month.
7. Attend monthly PTG meetings.
8. Organize and moderate the Spelling and Geography Bees.
9. Take notes at all faculty meetings. Email notes to the teachers and put a copy in the office binder.
10. Yard duty at lunch tables from 12:30-1:10, Monday-Friday.
11. Traffic Duty from 3:15-3:30 on Mariposa Avenue, Monday-Friday.
12. Faculty birthday cards and scrip.
13. Serve as a mentor to new faculty members (weekly meetings).
14. Attend all Archdiocesan professional development meetings.
15. Supervise classes on occasion for absent teachers.
16. Attend and supervise students in the Molinari Room at the winter concert.
17. Serve as the administration in charge during the absence of the principal.
18. Serve as a spiritual role model for the St. Anselm Community.
19. Attend all church and Sacramental services.

*Masters degree preferred*

*Administrative credential preferred*

*Must be a practicing Catholic*

