

# **Academy of Our Lady of Peace**

## **Job Opening**

### **Assistant Principal of Curriculum & Instruction**

The Academy of Our Lady of Peace (OLP), an all girls', Catholic high school in the tradition of the Sisters of St. Joseph of Carondelet (CSJ), located in San Diego, is currently seeking to hire an Assistant Principal of Instruction for the 2017-2018 school year to begin July 1, 2017. The Assistant Principal of Instruction reports directly to the Assistant Head of School and is responsible for all areas of the school pertaining to curriculum, classroom instruction, teacher supervision and professional development. Additionally, this position works in partnership with counselors, librarian(s), attendance, admissions and technology to move forward the school's mission and vision.

OLP is a school of 750 girls and a diverse, college preparatory community that strives to educate the hearts and minds of our young women in the tradition of the CSJ. In addition, the school operates within a Bring Your Own Device platform and is committed to fostering a strong emphasis on 21<sup>st</sup> Century Learning skills throughout the curriculum. The school embraces a professional culture, focused on innovation, continuous improvement, lifelong learning, research-based best practices and data driven decision making.

Candidates should have current high school administrative experience in technology integration, 21<sup>st</sup> century skill integration, and curriculum leadership. Candidates should currently possess a California Administrative Credential, and a Masters degree in Education or equivalent.

All applicants should apply through the EdJoin link and should include a cover letter specifically identifying how they have helped to lead the integration of technology and 21<sup>st</sup> century skills in the school's they have served in, along with a resume.

A competitive salary and benefits package is offered, commensurate with experience.

#### **POSITION DESCRIPTION: Assistant Principal of Curriculum & Instruction**

Role: The Assistant Principal of Curriculum & Instruction models the highest standards of professional and collegial conduct thereby supporting the school's mission statement and philosophy. The Assistant Principal of Curriculum & Instruction 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. As a participating member of the school's executive leadership team, the Assistant Principal of Curriculum & Instruction is expected to implement school policies and practices at all levels of the school's operations. Specifically, the Assistant Principal of Curriculum & Instruction advises the Assistant Head of School and Head of School regarding the supervision of faculty and staff, and all matters pertaining to curriculum and instruction.

Duties:

1. Support and participate in all aspects of the school's strategic planning processes.
2. Develop, implement and administer policies to affect positive student behavior in the school and school related activities.
3. Support and assist with supervision of cocurricular activities.
4. Be responsible for the articulation, interpretation, and administration of school policies and procedures affecting student conduct.
5. Assist in the guidance and counseling to students, parents, and teachers on problems relating to student behavior and/or school climate.
6. Work with and supervise counselors, teachers and support staff in areas of pupil personnel services.
7. Coordinate the supervision and evaluation process of the certificated instructional staff.
8. Oversee the supervision and evaluation of instructional support staff.
9. Coordinate updates on students as it relates to discipline in partnership with counselors, administrators and the Discipline Board to maintain accurate records of disciplinary actions.
10. Assist the Head of School and the Assistant Head of School in the improvement of instruction by consulting with the assistant principals, the department chairpersons and the teachers.
11. Serve as administrative coordinator for WCEA/ WASC accreditation process.
12. Oversee the annual development the school's master schedule and schedule students and teachers into classes using the school's SIS database.
13. Serve on the school's admissions committee.
14. Organize and supervise new teacher orientation sessions in partnership with the Lead Teacher; coordinate the new teacher first year training program.
15. Supervise the administration of student records.
16. Partner with other assistant principals in the supervision of attendance

accounting procedures and staff and provide leadership in developing and administering related practices.

17. Supervise emergency cards, health cards and immunization records for all students. Develop health plans for students as necessary. Inform administrators, teachers, counselors, attendance officer of student health concerns as necessary.

18. Supervise certain auxiliary services and programs such as data processing, staff development, operations (for academics), technology equipment, professional resources, field trips, instructional material acquisitions, guidance and counseling, awards night, back to school night, student-parent-teacher conferences, peer tutoring, student curriculum committee and other special programs assigned.

19. Assist in the leadership of the curriculum council for curriculum planning and development and assist in supervising the development of new or revised curricula.

20. Oversee and supervise the allocation of resources for learning support materials. Develop, update and oversee the textbook acquisition process for students and teachers.

21. Oversee budgets for academic and counseling departments.

22. Assist the counseling department in issues pertaining to college admissions for students going to college, UC approved courses, NCAA admissions, etc.

23. Supervise the development and implementation of standards across the curriculum.

24. Attend Executive Leadership team meetings and retreats.

25. Serve as a delegate of the Head of School in interpreting the school's mission, philosophy, and instructional program and attend meetings of school committees and the board of directors as required.

To whom responsible: Assistant Head of School & Head of School

*Revised February 2017*