

Garces Memorial High School
Job Description

Job Title: Assistant Principal of Curriculum and Instruction
Reports to: Principal
Oversight: Curriculum, Grading, Instruction, Assessment, Professional Development, Registrar, PLC Leadership
Evaluation: Evaluated Annually by Principal

Under the direction of the principal, serves as an educational leader of the school. Supervises, and promotes the professional development of faculty and academic staff personnel. Organizes and implements the professional development program, Ensures integration of technology into instruction, curriculum programs, and academic progress. Facilitates the work of the Professional Learning Community to provide data driven curriculum and instruction.

RESPONSIBILITIES/DUTIES ESSENTIAL JOB FUNCTIONS:

1. Supports and upholds the philosophy of Catholic education and the mission of the school.
2. Collaborate with the Principal to hire, supervise, and promote the professional development of faculty and academic staff personnel.
3. Confer regularly with the AP of Student Support Services and School Counseling regarding college planning and career awareness programs, counseling programs, scholarship programs, parent information nights, Academic Awards and student course registration.
4. Assign all academic and support staff duties and areas of responsibilities.
5. Assist Principal with teacher schedules and assign faculty duties.
6. Devise, implement, and monitor all 21st century and other academic programs and to monitor compliance of all academic and school policies.
7. Manage and supervise the PLC leadership team.
8. Collaborate with the Principal and monitor administrative technology programs, to coordinate faculty technology training with the Director of Technology.
9. Meet and consult with instructors in matters of curriculum, assessments, and methodology.
10. Collect, analyze, and interpret standardized assessment and achievement data in order to inform instruction and form the basis for data driven decision-making.
11. Collaborate with the AP of Student Support Services to monitor, develop, and implement academic remediation programs for struggling students.
12. Be available for teacher/parent/student conferences especially in the areas of academic and counseling when an appeal is made.
13. In partnership with the Principal, approve proposed academic programs for professional growth of the teaching staff.

14. Make recommendations to the Principal in the areas of counseling, curriculum, instruction, and personnel.
15. Collaborate with the Principal regarding the dismissal of a student for academic reasons.
16. Supervise and observe teachers in classroom instruction through classroom visitation and teacher conferences.
17. Conduct formal evaluations of faculty members no later than March 15th of each school year.
18. Meet with the Principal on a regular basis to review observations.
19. Make recommendations to the Principal regarding the dismissal of a faculty member.
20. Meet on a regular basis with school leadership concerning WASC development, strategic plans, action plans, and accreditation.
21. Arrange for the coordination of any summer academic programs.
22. Refers information to the Principal promptly regarding incidents or situations that could result in immediate school wide disruption.
23. Conduct and organize orientation of new faculty members.
24. Collaborates with the Principal in creating the Master Schedule.
25. Coordinates with the Principal for weekly internal and external communications.
26. Assume other administrative duties as assigned by the Principal.

ADDITIONAL JOB FUNCTIONS:

1. Assists the Principal in recruiting applicants for teaching openings.
2. Coordinates with the Principal to develop student/parent and faculty handbook in accordance with Diocesan guidelines.
3. Assists the Principal & President as assigned in completing and submitting all official forms required by the Diocesan of Catholic Schools office.
4. Demonstrates professionalism in conduct, demeanor, and work habits.
5. Maintains a work schedule that maximizes availability to the school, students, and staff.
6. Performs other duties as assigned by the Principal.
7. Manage and supervise the development of curricular maps.

Knowledge, Skills, and Abilities:

1. Knowledge of the basic teachings of the Catholic Church
2. Knowledge of child development, learning, and behavior
3. Able to communicate effectively in both written and verbal form
4. Able to work well with others in a school community
5. Skill in handling multiple tasks simultaneously
6. Skill in critical thinking and planning

Direct Reports:

1. Faculty
2. PLC Leadership Team
3. Registrar