Assistant Principal for Curriculum & Assessment, Santa Rosa, CA

Cardinal Newman High School, a four-year Catholic college preparatory school for young men and women located in Santa Rosa, California seeks an Assistant Principal for Curriculum & Assessment

STATEMENT OF MISSION & PHILOSOPHY

Cardinal Newman is a Catholic, college preparatory high school. Our mission is to educate our students in the wholeness of mind, body, and spirit through the teachings of Jesus Christ as proclaimed by the Catholic Church. Our students learn to apply leadership skills and talents in service to others. We challenge each student to work to his or her highest potential in the lifelong pursuit of learning and excellence.

JOB SUMMARY:

The Assistant Principal for Curriculum and Assessment is delegated responsibility by the Principal for those areas in the academic program having to do with curriculum, testing, on-line grading and scheduling, and instructional technology. Areas of shared responsibility include faculty staffing and the supervision of the academic and counseling departments. Areas of primary direction included departmental and school-wide curriculum, student placements, and scheduling, the student testing program, student records, textbooks, instructional resources, and the library. The Assistant Principal for Curriculum and Assessment assists the Assistant Principal for Instruction and Student Life with teacher supervision and the new teacher orientation programs.

ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Member of Principal's Administrative Team
- Assists Principal with supervision of school events
- Oversees academic quality through teacher supervision activities such as classroom observations, student feedback, faculty feedback, individual advice and feedback
- Co-Chairs the monthly Academic Council meetings with the Assistant Principal for Instruction and Student Life and Principal
- Facilitates department and school-wide curriculum review and revision
- Assists with hiring of faculty and support staff
- Assists with teacher supervision and evaluation
- Directs the various computer processing programs in the areas of student scheduling, grade distributions
- Oversees the work of the Registrar and is responsible for accuracy of student transcripts
- Oversees the activities of the Department Chairpersons in the areas of curriculum, department staffing, student placements, textbook selections, budgets, instructional resources
- Assists with class sections and staffing, designs the Master Schedule of classes and classrooms
- In collaboration with the Assistant Principal for Counseling and Student Support collaborates the use of the NCLB federal grant program funds
- Assists in the creation of the School Activities Calendar
• Coordinates the update and publishing of the School Calendar, Student-Parent Handbook and other co-curricular handbooks
• In collaboration with the Assistant Principal for Counseling and Student Support supervises and supports the Academic Support Center Director
• In collaboration with the administrative team, coordinates a professional development program which includes instructional technology training for faculty and support staff
• Co-chair the WCEA Accreditation process and assists with the implementation of the strategic plan initiatives
• In collaboration with the Assistant Principal for Counseling and Student Support Programs coordinates student academic awards process, assemblies and graduation award event
• Design and support strategies for new academic programs
• Foster technology education of students, teachers, staff and the wider community
• Inspire teachers to embrace the use of technology
• Collaborate with the Director of Technology on the budget for computer resources including hardware, software, learning resources and training needs
• Identify and publicize trends in software, curriculum, teaching strategies, and new resources
• Contribute to the completion of a Technology Plan for the school
• Serve as a resource for effective Social Media Guidelines

MINIMUM REQUIREMENTS (educational and experience requirements)

1) Minimum Education Level
   • MA in Educational Administration or related field.

2) Work Experience Required
   • Five plus years of teaching experience at Secondary Level
   • Junior High and/or Secondary administrative experience
   • Knowledge of adolescent behavior issues and psychology

3) Certifications/Licensures
   • Must be able to pass a state background check.
   • DOJ Fingerprinting
   • Must possess and maintain a California state divers license (Class 5) (license must be in good standing).

4) Job Skills Required
   • Experience with Educational/Instructional Technology
   • Support the mission of Cardinal Newman High School

5) Behavioral Job Attributes Required
   • Ability to influence others to perform their jobs effectively and to be responsible for making decisions
   • Communicate clearly and concisely verbally and in writing
   • Supervisory and evaluation skills
   • Commitment to professional development for self and others
   • Ability to grasp and understand business concepts and issues including preparation and analysis of budgets
   • Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
   • Ability to deal proactively and use thinking and reasoning to solve problems
   • Listen to convey and understand the comments and questions of others
• Ability to effectively build relationships with co-workers to get along well with a variety of personalities and individuals
• Understanding and use of technology as a teaching and learning tool
• Understanding of curriculum development and a strong vision of education
• Time management and organizational skills

6) Physical Requirements

• Must be able to operate a keyboard and mouse.
• Must be able to use a telephone head or handset.
• Work requires visual acuity.
• Must be able to focus on highly detailed tasks for long periods of time.
• Must be able to sit, walk, stand, bend, crouch and stoop for extended periods of time.

Compensation and Benefits: Cardinal Newman High School offers an excellent benefits package and a salary that is commensurate with experience and education.

To Apply:
• Interested candidates should send a cover letter and resume to Human Resources at hr@cardinalnewman.org or via fax at 707-544-8502. Please no phone calls.
• Cover letters and resumes will be accepted until position is filled
• Please see our website to find out more information about our school http://www.cardinalnewman.org