

Most Holy Trinity School Full Time Vice Principal Job Descriptions

Most Holy Trinity is looking for a full time Vice Principal for the 2021-2022 school year.

Introduction

Most Holy Trinity School (MHT) is looking for a dedicated and entrepreneurial school leader to help lead the continued re-creation of our school. At MHT, we lead with love, which means that community is at the heart of what we do. We are also part of the Ignatian Elementary Schools Network, which means we are committed to:

Serving the poor, praying the Examen and developing Ignatian Spirituality, continuing the Jesuit tradition of becoming intellectually competent, and developing & sustaining inclusive communities, all within the challenges of the modern world.

Since the founding of the school in 1965, Most Holy Trinity School has faithfully served Eastside San José by providing a loving, Catholic education grounded in the Ignatian tradition. We are part of Most Holy Trinity Parish on Cunningham Avenue and primarily serve East San José students. We seek to achieve educational equity through commitment to inclusive, innovative teaching and learning.

Mission Statement

Most Holy Trinity School, a diverse Catholic Community, provides students with an excellent education and a joyful prayer life. We empower students to become lifelong learners who strive to reach their full potential as responsible citizens.

Vision for Students

MHT School students are future ready (high school, college, and career), are proficient in 21st Century skills (critical thinking, media literacy, communication, etc.), and possess a growth mindset. They are honest, responsible, empathetic, and compassionate.

Vision for Vice Principal

Assists the Principal with assigned responsibilities to implement and manage the policies, regulations, and procedures of the Department of Catholic Schools to ensure that all students are working towards meeting or exceeding the State Core Curriculum Content Standards following the approved curricula and directives of the school. Achieving academic excellence requires that the Vice Principal work collaboratively to lead and nurture members of the school staff and to communicate effectively with parents and members of the community. Inherent in the position are the responsibilities for discipline of students, supervision of staff, scheduling, curriculum development, program evaluation, supervision of extracurricular activities, and general operations of the school.

Duties and Responsibilities Include:

- Operates with radical candor and transparency to create a strong, healthy adult culture tied to our root beliefs and core values
- Conducts frequent mini-conversations to encourage positive behaviors among the MHT team members and to protect and cultivate a positive community.
- Models positivity for teachers by using precise personal praise during assemblies and by narrating the positive as much as possible
- Makes rounds after school to engage teachers and offers support and encouragement where needed.
- Builds an intentionally joyful team in order to carry the message of Christ to the world in compelling ways. “People will know you’re my disciples, if you love one another.”

- Understands and appreciates the developmental and educational benefits of the school's relationship with the Parish, the charism of the Society of Jesus, the Jesuit Pastor, and the Jesuit Associate Pastors.
- Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Establishes and promotes high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Conducts discipline and suspension hearings in accordance with established school and Diocesan procedures, ensuring due process.
- Incorporates procedures for the early identification of potentially disruptive student behaviors and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
- Supervises in a fair and consistent manner effective discipline and attendance systems with high standards, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Keeps the staff informed and seeks ideas for the improvement of the school.
- Oversees the Emergency Procedures.

Other or Shared Responsibilities:

- Assists the Principal with administrative functions of the school as assigned by the Principal.
- Attends required staff meetings and serve, as appropriate, on staff committees.

This Position:

- Supervises the instructional programs assigned by the Principal.
- Evaluates lesson plans and observes classes on a regular basis to encourage the use of a variety of instructional strategies.
- Supervises personnel as assigned by the Principal to ensure that all job responsibilities are met and exceeded.
- Supervises assigned non-classroom areas and non-instructional times, including arrival and dismissal of students.
- Shares in the supervision of school-wide and extra-curricular activities, including evening events.

Language Skills:

- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Uses excellent written and oral English skills when communicating with students, parents, and colleagues.

Reasoning Ability:

- Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.

Technical Skills:

- Demonstrates the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
- Prepares reports and recommended changes in procedures and facilities should the conditions warrant.

Other Requirements:

- Employee must have knowledge of Catholic Church and Catholic school structure, system and culture.
- Attends Catholic School Vice Principal meetings.

Education, License, Certificates, and/or Experience:

- Bachelor's Degree and a valid CA Credential
- Master's Degree in Administrative Leadership
- Administrative Credential
- Have a minimum of five (5) years excellent experience in teaching and/or administration, preference with low-income student population

Salary and Compensation

- Salary based on DSJ Teacher Salary Scale commensurate with experience plus leadership stipend.
- This position is eligible for benefits.

To Apply

Send resumé, cover letter, and a list of 3 references to douglas.hosking@dsj.org ASAP.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Most Holy Trinity School and all Catholic Schools in the Diocese of San Jose are mindful of their mission to be witnesses to the love of Christ for all, and admit students of any race, color, and nationality and/or ethnic origin of the rights, programs, and activities generally accorded or made available to students at the schools.

The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate on the basis of race, color, and national or ethnic origin, age, sex or disability in the admission of students, the administration of educational policies, scholarship, and loan programs, and athletic and other school-administered programs. Likewise, Most Holy Trinity School and all the Catholic schools in the Diocese of San Jose do not discriminate against any applicant for employment on the basis of sex, age, disability, race color and national and/or ethnic origin. (California Catholic Conference, March 1994, revised January 1997)