



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Job Announcement

Vice Principal

Saint Joseph Notre Dame High School is a co-educational Catholic parish high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 450 students. The 65 staff members are dedicated to the development of confident, open-minded, effective leaders who are ready to live joyful lives of faith, scholarship and service. The school educates future leaders in a supportive and challenging environment.

Position: The vice principal promotes positive collaboration between students, faculty, and staff, while simultaneously fostering an environment of excellence, creativity, and achievement in all areas that they oversee. As a participating member of the school's Leadership Team, the vice principal implements school policies and practices at all levels of the school's operations. Specifically, the vice principal advises the Principal regarding the supervision of instruction, counseling, discipline, and academic, and co-curricular programs. In all matters, the vice principal demonstrates outstanding management and leadership skills, supports the school's mission statement, and models the highest standards of professional and collegial conduct.

Vice Principal Responsibilities:

- Actively fosters the Catholic identity of the school by promoting Catholic values and service; nurturing the faith formation and spirituality of faculty, staff, and students; working with the Campus Minister; and serving as a member of the adult faith formation committee.
- Supports and participates in all aspects of the school's strategic planning processes.
- Serves as a liaison between supervising faculty/staff and the office of the principal.
- Meets regularly with the principal.
- Designs and coordinates professional development for faculty/staff; student and teacher orientations; and student award ceremonies, including graduation.
- Coordinates the interviewing and hiring of new teachers and staff members.
- Oversees budget for all supervising departments and provides budget recommendations for program and campus needs.
- Represents the interests of the school to Diocesan and other associations (in consultation with the principal).
- Attends other school committee meetings, including acting as a representative for the principal when required.
- Oversees the counseling department, including personal/academic counseling, college

counseling program, and learning services program.

- Supervises the dean of academics in the implementation of curriculum design, teacher/staff evaluation, faculty/staff professional development, and student academic affairs.
- Assists the dean of students in facilitating partnership with students, parents, and teachers regarding issues regarding student behavior and school climate.
- Supports and assists the dean of students and director of student activities with supervision of co-curricular activities.
- Serves as a member of the Policy and Planning Committee of the Board of Trustees and attends all necessary Board of Trustee meetings.
- Facilitates or leads new committees as needed.
- Assists the principal and director of enrollment management with student enrollment and withdrawal data analysis.
- Updates, edits, and coordinates submissions to the school calendar and the student/parent handbook (in partnership with the director of student activities and the dean of students).
- Oversees and coordinates the ongoing WCEA (Western Catholic Educational Association)/WASC (Western Association of Schools and Colleges) accreditation process.
- Manages academic technology design and use.
- Assists with admissions events as needed.

Experience, Qualifications and Skills

- Experience in leading and promoting Catholic values and supporting the ideals of the school's mission.
- Experience as a proven problem solver, critical thinker, and change agent who can adapt to new situations and challenges with determination and a positive outlook.
- Proven success in training, managing, and mentoring individuals and groups.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Experience in conflict resolution and an ability to manage uncomfortable conversations.
- Public speaking, including facilitating and speaking on behalf of an organization both to large and small groups.
- Ability to manage multiple priorities/projects simultaneously.
- Willing and able to provide advice and counsel on sensitive matters of importance with respect to the school, and to address complex issues in a variety of settings.
- Excellent interpersonal skills and ability to interact comfortably with a variety of people.
- Strong communication skills.
- Ability to promote a vision and plan to others, and see through practical execution of that plan.
- Organizational and computer skills and ability to adapt to an ever-changing technological environment.
- Experience as a classroom educator.
- Bachelor's Degree in related field required; advanced degree(s) or administrative credential preferred.
- Minimum three years experience in education.

Start Date: July 1, 2021

Compensation/Benefits: Competitive salary with benefits which include medical, dental, and visual health benefits as well as pension and retirement plans.

To Apply:

Submit the following materials as separate PDF attachments in one email to the SJND Search Committee at [hiring@sjnd.org](mailto: hiring@sjnd.org). Please use the subject line “Vice Principal” in your email.

- Cover letter expressing your interest and fit for leading Saint Joseph Notre Dame;
- Current resume that includes dates for all degrees, certifications, and experience;
- Statement of educational philosophy

Find out more about our school at www.sjnd.org. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.