



# De Marillac Academy

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## Assistant Principal

### **POSITION**

As a member of the Administrative Team, the Assistant Principal has the primary responsibility for achieving the mission of De Marillac Academy through supporting the educational leadership of the Principal and helping maintain efficient day-to-day operations. The Assistant Principal oversees classroom management programs on a daily basis and supports faculty development. The Assistant Principal may also teach classes, based on the needs of the school. This position will follow the academic year, including the summer program, totaling 209 days, reporting directly to the Principal, and demands a close working relationship with the Principal, other Directors, the faculty, staff, students, families, and the community at large.

### **KEY RESPONSIBILITIES:**

#### **Administration and Leadership**

- Support Principal and faculty in the implementation of the co-teaching model, including faculty development and coaching, curriculum design, and in analyzing and assessing school-wide outcomes;
- Attend and participate in regularly scheduled Administrative Team meetings;
- Assist Principal in the facilitation of weekly Faculty Meetings;
- Assist the Principal in ongoing WCEA/WASC reporting and assessment, and provide data for governance reporting;
- Communicate with families as needs arise.
- Support a school climate that is conducive to student learning and growth;
- Support the recruitment and hiring of qualified teaching and support staff;
- Support the planning, execution, and assessment of co-curriculars, enrichment, and Summer Program.

#### **Student Behavior**

- Oversee the implementation of the Discipline With Purpose program and additional restorative justice practices;
- Collaborate with the Wellness team and oversee when students need behavioral support;



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- Manage Discipline with Purpose data, including details of Office Referrals, Suspensions, and Expulsions in Alma; and communicate all incidents with teachers, students, and families;
- Lead professional development and provide coaching to faculty and staff regarding behavioral management.

## **Professional Development**

- Assist the Principal in developing personalized professional development plans to address the needs of faculty, including but not limited to coaching, workshops, and feedback sessions geared toward fulfilling DMA's mission, vision, and strategic priorities.
- Support Principal and faculty in the implementation of the co-teaching model, including faculty development and coaching, curriculum design, and analyzing and assessing school-wide outcomes;
- Support Lasallian Vincentian formation among the adult community, including a focus on DEIB (Diversity, Equity, Inclusivity, and Belonging) work.
- Familiarize oneself with the charisms of De La Salle Christian Brothers and the Daughters of Charity;
- Participate in appropriate professional development opportunities;
- Accept additional responsibilities as directed by the Principal or President.

## **Admissions Support**

- Assist the Admissions team with prospective family and student interviews.

## **REQUIREMENTS**

### **Education and Experience**

- Hold a valid California Standard Teaching credential, Admin Services credential (preferred) and Master's degree or higher;
- Five or more years of experience as a teacher and/or administrator, preferred experience in Catholic Schools and working with middle school youth and families;
- Familiarity with current educational research;
- Passion for students, faith formation, community building, character development, commitment to social justice and educational equity, learning, and excellence.

### **Technical Competencies**



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- Proficiency in Microsoft Word, Excel, G-Suite, Salesforce, and social media platforms;
- Strong interpersonal, written and verbal communication skills with diverse constituencies;
- Data collection, analysis, and problem-solving skills.

## Skills and Abilities

- Strong leadership and collaboration abilities;
- Ability to foster an environment of teamwork and thrive in times of change and growth;
- Ability to work independently, prioritize workflow and plan effectively.
- Proven success in managing and maintaining collegial and professional relationships;
- Commitment to leading a balanced life consistent with De Marillac's holistic approach to education;
- Ability and willingness to support fundraising activities to help support and sustain the school (e.g. grant writing, presentations and networking with geographic community, education community and Catholic community);
- Passionate commitment to social justice and educational equity.
- Familiarity and sensitivity with working with underserved and historically marginalized communities.
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- Enthusiastic and resourceful, with an interest in participating in a fun, engaging and humor rich work environment.
- Ability to prioritize effectively, adapt quickly, and be accountable to themselves and others.

## Other

- Requires some long hours working at the computer;
- Some evening and weekend responsibilities;
- Ability to lift 30 pounds.

## THE ORGANIZATION

De Marillac Academy exists to honor and celebrate the unique gifts and talents of our students, so that they find their voice, reach their potential and serve the community. Grounded in family partnerships, our all-scholarship fourth through eighth grade Catholic education serves the heart of the Tenderloin and beyond. Through the graduate support program, we continue to provide educational, personal and financial support to each of our students and families.



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De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 110 fourth through eighth grade students, 300 alumni through the Graduate Support Program, and 277 school families.

## **OUR MISSION**

Inspired by the inherent and unique gifts of our students and graduates, De Marillac Academy, located in the Tenderloin neighborhood of San Francisco, ignites academic, spiritual, and social emotional growth through a Lasallian Vincentian Catholic educational experience.

In partnership with families and community, through an all-scholarship 4th-8th grade Academy and Graduate Support Program, we accompany our students through middle school, high school and into early adulthood, as they develop a strong sense of self, purpose, and service to others.

## **COMPENSATION**

\$95,000 - \$120,000 depending on qualifications and experience. A comprehensive benefits package will be provided. Other incentives include year-long professional development, spiritual formation and retreat days.

## **START DATE AND APPLICATION PROCESS:**

Position will begin August 1, 2024. Please email a cover letter, resume and three references to [hr@demarillac.org](mailto:hr@demarillac.org) or apply online at [www.demarillac.org/joinourteam](http://www.demarillac.org/joinourteam)