

St. Philomena School – Portsmouth, Rhode Island

St. Philomena School is a Catholic independent preschool through grade 8 Blue Ribbon School of Excellence in Portsmouth, RI sponsored by the Society Faithful Companions of Jesus. The school is widely recognized as one of the top schools in the region, attracting students from over 22 cities and towns in Rhode Island and southern Massachusetts. For over 65 years, the school has served children and families with a deep commitment to our mission as a Catholic school of excellence and faith. Over the course of their childhood, our students grow in courage and confidence alongside passionate teachers, dedicated staff and committed families who all sacrifice with great love to give every child an educational community in which to feel safe, nurtured and encouraged.

In 2018, St. Philomena School was accepted as a provisional member of the Network of Sacred Heart Schools and is currently engaged in an exciting two year process for full membership. St. Philomena School will carry forward a tradition of holding a unique status as being the only educational ministry of the Society Faithful Companions of Jesus in the United States and only the second school to enter the Sacred Heart Network of Schools from a different religious community. This pioneering spirit echoes “*Courage and Confidence*,” a motto of the Sisters Faithful Companions of Jesus, and qualities revered in the two foundresses, Venerable Marie Madeleine D’Houet and Saint Madeleine Sophie Barat.

Vice-Principal Job Description

The vice-principal is a key leadership position reporting directly to and working closely with the principal to ensure that St. Philomena School offers high quality academic and student life programs that are integrated within a rich and affirming Catholic educational environment. Inspired by St. Philomena School’s Mission, charism and history of excellence, the principal and vice-principal work as a team to animate the strategic vision of the school, partner with families, advance outstanding teaching and learning, and support young people as they grow in courage and confidence. In the absence of the principal, the vice-principal assumes all daily responsibilities for the school.

In general, administrative tasks of the vice-principal include assisting the principal with: ensuring a strong Catholic identity and lived spirituality of the FCJ and RSCJ charisms; creating appropriate organization of the school so that excellent teaching and learning can take place; forming, supervising, and evaluating faculty and staff; implementing, evaluating and enhancing a strong curriculum; providing for the safety, welfare and care of the students while they are attending school; creating and implementing policies, procedures and regulations appropriate to a well-functioning school; developing positive relationships with all students, faculty, staff and families while modeling Christian values and attitudes.

Specific Responsibilities are assigned by the Principal and may include:

- Maintain current, open and effective communication with principal, board, faculty, staff, parents and students.

- Serve as a member on the School Leadership Team, Administrative Council, Student Life Team and regularly attends meetings relative to each group.
- Attend all Board of Trustees meetings and also attends sub-committee meetings as assigned by the principal.
- Assist the principal in the hiring process of new members of the faculty and staff.
- Coordinates new faculty orientation and formation programs.
- Assist with the evaluation, formation and performance improvement process of school personnel.
- Serve as primary administrator for coordination of school discipline and positive behavioral intervention response; establish and enforce guidelines and expectations regarding the discipline policy of the school.
- Coordinate implementation of annual school anti-bullying/positive school culture program and *Circle of Grace* child safety program.
- Coordinate and conducts all school / student safety drills as required by law.
- Supervise and coordinates daily lunch and recess duties.
- Coordinate hiring, training and evaluation of substitute teachers, and teacher absence scheduling.
- Coordinate the school standardized testing programs; serve as lead Data Coach in sharing results, trends and application of content to assist in guiding teaching, learning and curriculum planning.
- Confer with the principal to evaluate present courses of study, materials and standardized-testing results; Works to foster the continued development and implementation of the curriculum, promote ongoing professional development experiences, and enhance student learning.
- In conjunction with the principal and grade 8 teachers, is responsible for procedures relative to the grade 8 high school application process, including the high school fair, parent information night and interviews.
- Assists in writing various reports, communications, strategic plans and various documents associated with the ongoing work of the school.
- Shares responsibility with the principal for all school activities including those that take place in the evening.
- Performs other duties as assigned by the principal.

Experience, Skills and Abilities:

- Roman Catholic
- Outstanding interpersonal skills, a high level of emotional intelligence and ability to lead and influence; a collaborative, team-oriented approach
- Comfortable with expressing and modeling spirituality; leading through mission/charism; supportive of mission of the Catholic Church
- Experience in elementary/middle school level education; experience in administration preferred
- Excellent communication, written and verbal presentation skills
- Master's degree required
- Teaching certification preferred

Interested applicants should send resumes, cover letters and/or supporting materials to:

Mr. Brian Cordeiro, principal
Saint Philomena School
324 Cory's Lane
Portsmouth, RI 02871

bcordeiro@saintphilomena.org

Process:

Interested applicants should submit materials before February 28, 2019. Interviews with selected candidates will be ongoing through March 2019. The ideal candidate will start July 1, 2019.