



Escuela de Guadalupe

660 Julian St.
Denver, CO 80204
(303) 964-8456

Assistant Principal (Bilingual ▾)

Position dates: August-June ▾

Position type: Full Time ▾

Status: Exempt ▾

Reports to: Mariella Robledo ▾

Contact: mariella_robledo@escuelaguadalupe.org ▾

Who We Are

Escuela de Guadalupe is an innovative Catholic, dual-language PK-8 school in Denver, CO. It has been recognized locally and nationally for its academic excellence and for being financially accessible to all families.

Mission Statement

We provide an academically excellent, Catholic education in English and Spanish to cultivate the next generation of community leaders.

Skills and Qualifications

Required Qualifications:

- Degree: Bachelor's degree in education, administration, or related field
- Years of experience required: 5+ years as a classroom teacher or counselor
- Excellent language skills: Bilingual ▾
- Practicing Catholic whose life & values reflect and support the spiritual dimension of the mission
- Working knowledge of second language acquisition, bilingual and dual-language education, methodology and sheltered language instructional strategies.
- Authentic support of culturally rich and linguistically diverse learning communities.
- Experience managing disciplinary issues
- Experience building school master schedules
- Experience with Student Information System software management programs
- Experience articulating and communicating the core mission of a values-based organization
- Experience overseeing an educational program and team of educators
- Leadership experience that achieves results through a collaborative, team-building style
- Experience, and a passion for, working with multicultural and low-income populations; working knowledge of educational programs serving these populations preferred;



- Excellent oral and written communication skills
- Excellent organizational skills
- Experience with a range of computer applications including: Microsoft Office applications and Adobe applications, as well as Google suite like email, Docs and Drive.
- The ability to be flexible and adaptable
- Successful completion of CBI and FBI background check.

Preferred Qualifications:

- Preferred degree: Master's degree in Education or similar field
- 3+ years Administrative Experience
- Willing to learn new computer programs or applications used for administration internally and externally.
- Expert knowledge of general office procedures, protocol and professionalism; expert knowledge of Business English/Spanish, spelling, punctuation and grammar.
- Ability to manage multiple tasks simultaneously, adapt to changing priorities, manage time efficiently and meet deadlines.
- Proven ability to work in a team environment, develop effective interpersonal relationships, provide superior customer service, and communicate verbally and in writing.

Job Description

Working at Escuela de Guadalupe includes many different responsibilities to make a small, financially accessible school run effectively. As a close-knit community, we all pitch in to make this a great place to work and learn. Therefore, this description is not intended to be all-inclusive. Specific areas of responsibilities include but are not limited to the following:

Responsibilities

- Providing the necessary leadership to sustain and nurture religious orientation, academic excellence, and the operational stability and vitality of the school.
- Supports the principal in administration, operation and educational development of the academic, co-curricular and formational programs of the school,
- Supports the principal in planning, coordination and execution of the school's educational policy.
- The assistant principal supports the principal in providing leadership for the mission to all of the school's constituents including faculty, staff, students, families, and community at large.
- The Assistant Principal reports directly to the Principal. The day-to-day responsibility for these activities is delegated to the Assistant Principal and should be escalated to the principal if needed.

Responsibilities specific to the Assistant Principal include:

- Supervise student academic work and records, including but not limited to:
 - School master schedule
 - Student and teacher schedules
 - Student records and transcripts



- Examination schedules
- Report cards
- Address student concerns regarding academics and disciplinary issues. Inform the principal and escalate issues as needed.
- Supervise academic assessments including arrangements to order and schedule testing, analyze the testing data and share findings with the Principal and teachers.
- Coordinate with the Principal and counselors to arrange learning evaluations for students. Work with teachers to ensure that all students are receiving the proper accommodations and support.
- Facilitate the formation process with faculty members (including teacher supervision and observation) as assigned. Supports the principal in teacher feedback and staffing recommendations.
- Assist with curriculum review, program evaluation, and planning the staff development program.
- Embrace the Catholic religion and apply knowledge of the Catholic faith to guide students in their study of Catholicism and how they apply their faith to their decision-making and actions at school and in the community
- Available to help and attend school events, programs or meetings that take place outside of the school day.
- Perform other duties as assigned by the Principal

Expectations

- Support the cultural, spiritual and academic goals of the school by modeling compassion, love and care for the children at all times.
 - Have the patience and positive attitude to be sure that every student has an academically rich experience and fully develops their cognitive and language abilities.
 - Contribute to an environment of enthusiasm and dedication.
 - Value the integrity of both Spanish and English as tools for reasoning, problem-solving, communication and intellect. Model a respect for cultural and linguistic diversity
 - Truly believe that every child, without exception, can excel.
 - Gifted with relationships and is excited to engage with different kinds of people.
 - Internally motivated to move quickly and effectively with the capacity to create action and momentum even when a hard deadline is not present
 - Strong listening skills
 - Creative and brings new and different ideas to the table, no matter the situation or issue.
 - Hardworking, a positive attitude and high energy
 - Ability to effectively manage both the big picture, and small details.
 - Loyal and supportive of Escuela's mission, vision and values.
 - Willing and able to substitute in classes or supervision in the event of faculty/staff absence
-



Compensation

Financial and Benefits

- Competitive pay scale and benefits compensation commensurate with experience.
- Professional development including staff development, conferences, specialized training and education
- Tuition remittance for teacher's children enrolled at Escuela de Guadalupe (\$1,000 annual tuition)
- Medical and Dental benefits
- Retirement plan – 403b (once plan requirements have been met)

Work Environment and Community

- Small staff and tight knit community
- Direct contact with supervisors and families regularly
- Community that respects both English and Spanish and the different levels of proficiency each employee, family member, or student may have
- Opportunity for adults to enhance their own second language skills within a dual language environment
- Environment in which one can live and continue to enhance their faith
- Small class size and low student to teacher ratio

To apply or for more information please go to www.escuelaguadalupe.org/join-our-team

Print Name: _____

Signature: _____ **Date:** _____