



POSITION NAME: Vice Principal	SCHOOL: Regis St. Mary Catholic
REPORTS TO: Principal	EFFECTIVE DATE: April 4, 2019
CLASSIFICATION: Exempt	CURRENT EMPLOYEE: Yes or No

GENERAL STATEMENT OF DUTIES: The vice principal supports the effective operation of the Catholic education program by providing expertise in curriculum development and programming, student/teacher/program evaluations, teacher professional development, and discipline of students.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Provide expertise and leadership in instruction, curriculum development, and evaluation:
 - a. Help coordinate faculty and group meetings to study curriculum areas;
 - b. Plan and prepare with principal and staff a school instructional program to achieve well-defined goals and meet instructional needs;
 - c. Encourage instruction which meets the various needs and abilities of the students.
2. Provide leadership for professional growth:
 - a. Improve quality of instruction through continuous supervision;
 - b. Evaluate the total instructional program through continuing supervision;
 - c. Facilitate the professional growth of staff by initiating, providing, and participating in weekly staff meetings, curriculum in-service days, educational, and cultural conferences.
3. Help supervise and evaluate staff:
 - a. Work with principal to help staff to achieve consistently high standard of performance;
 - b. Assist principal in evaluation of faculty;
 - c. Provide leadership for school accreditation;
 - d. Assess student programs and their impact on learning;
 - e. Help develop a school improvement program based on identified needs;
 - f. Monitor the accomplishments of the school improvement plan.

4. Manage student discipline and activities:
 - a. Handle and document student disciplinary issues as they arise;
 - b. Work with staff to develop and encourage broad student participation in total school program, including student government, art, music, and athletic activities;
 - c. Keep students informed concerning the school's aims and objectives, policies and procedures, rules and regulations, events and activities;
 - d. Help provide crisis intervention when appropriate;
 - e. Seek to acquaint individuals with appropriate agencies for resolution of problems.

MINIMUM QUALIFICATIONS

Holds a Masters Degree and/or valid administrative license as set forth by Oregon Teacher Standards and Practices Commission.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Vice principal must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push, and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

WORKING ENVIRONMENT

Work is usually performed in a school setting. Employee is required to attend evening meetings and may oversee field trips, athletic contests, and other special events.

SUPERVISION

Exercises working supervision over all staff, students, instructional assistants and volunteers as necessary.

Employee Signature/ Date

Supervisors Signature/ Date

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose and means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: 1-866-667-NLRB (6572) or (TTY) 1-866-315-NLRB (6572) for hearing impaired.

The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

This is an official Government Notice
and must not be defaced by anyone.



U.S. Department of Labor

EMPLOYMENT APPLICATION

(General)

Date: _____

Last name: _____ First name: _____ Middle Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone # (work): _____ (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

GENERAL INFORMATION

Position applied for: _____

Available to work: Full-time Part-time Temporary

Do you have a legal right to work in the US?..... Yes No

Are you at least 18 years of age?..... Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization?..... Yes No

If yes, where? _____

EDUCATION

Name & Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?
 Yes No If no, please explain:

5. Have you ever been the subject of allegations related to misconduct with children?Yes No
 If yes, please explain:

6. Are you currently charged with a crime?Yes No
 If yes, please explain:

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/most recent employer only after an offer has been extended unless you indicate below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Rate of Pay:		(Start)	(Final)
	Position:		Supervisor:	
	Description of duties:		Ok to contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving:				

Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Rate of Pay:		(Start)	(Final)
	Position:		Supervisor:	
	Description of duties:		Reason for leaving:	

Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment Dates:		(From)	(To)
	Rate of Pay:		(Start)	(Final)
	Position:		Supervisor:	
	Description of duties:		Reason for leaving:	

Have you ever been suspended, or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

PROFESSIONAL REFERENCES

Please provide the names of at least 3 people who have known you in a professional capacity for at least 5 years (other than family members):

Name/Job Title	Organization	Telephone #	Years Known

CERTIFICATION AND AUTHORIZATION

INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant

Date

AT-WILL EMPLOYEE STATEMENT

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Employer at any time, for any reason. The Employer may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant

Date

BACKGROUND CHECK STATEMENT

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant

Date

AUTHORIZATION FOR DISCLOSURE OF INFORMATION

APPLICANT: Complete Section 1. If applicable, complete Section 2, using one Authorization for each current and former employer/education provider.

SECTION 1

Applicant Name (First, Middle, Last) [include any other names previously used during employment] **Please print.**

I have never worked for an education provider (employer providing educational services to minors).

OR

I authorize the following employer/education provider to release to Regis High School all information related to any substantiated reports of child abuse, sexual conduct or crimes listed in ORS 342.143. I release the following employer and employees acting on behalf of the employer from any liability for providing information described in this document.

Applicant Signature

Date

SECTION 2

Current/Former Employer/Education Provider

The applicant named above is under consideration for employment at St. Mary Catholic School. This individual has previously been employed with your organization. As a former employer, we request you provide the information requested on this form within 20 business days pursuant to ORS 339.374.

Education Provider: _____

Attn: Personnel Department

Address: _____

Dates of Employment: _____

Position(s) Held: _____

TO BE COMPLETED BY CURRENT/FORMER EMPLOYER ONLY

Applicant:

- Has not been the subject of a substantiated report of child abuse or sexual conduct.
- Is not the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct.
- Has been the subject of a substantiated report of child abuse or sexual misconduct.

Dates of any substantiated reports: _____

- Please attach the definitions of child abuse and sexual conduct used when the education provider determined that any reports were substantiated and the standards used by the education provider to determine whether any reports were substantiated.
- If the employee was convicted of a crime listed in ORS 342.143, please send the employee's disciplinary records as required by ORS 339.388 (7).

Employer has no record of applicant's employment. Please explain: _____

Employer Representative Signature

Date

Printed Name

Job Title

Return completed form to:

St. Mary Catholic School
Attn: Rick Schindler
1066 N. 6th Ave
Stayton, OR 97383