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CRISTO REY JESUIT HIGH SCHOOL – TWIN CITIES

POSITION DESCRIPTION
www.cristoreytc.org

**Position: Assistant to the Principal**

Reports To: Principal

Location: 2924 4th Ave S., Minneapolis, MN 55408

Beginning: September 8, 2020

FTE/Classification: 0.8 FTE / Exempt

Hours: Monday-Friday, 7:30 am – 2:30 pm. Hours may be adjusted for planned school events.

**Primary Functions:** The Assistant to the Principal will work with the Principal to ensure the smooth functioning of the Academic program. The Assistant to the Principal manages the Principal’s calendar and supports the major operations and functions of the Principal’s Office, including academic schedules, purchases, budget tracking, grading system management, events, communication, and external relations of the Principal. This is a key role to the success of Academics at Cristo Rey. This role understands the priorities of the academic department and balancing the requests put on the Principal with what is healthy and feasible in our available time.

**School Description:**

Cristo Rey Jesuit High School provides access to a Catholic, Jesuit, college and career preparatory education to unlock the potential of students of any culture, faith, or creed to transform our communities. All students are required to complete a rigorous, standards-based college preparatory curriculum and participate in the Corporate Work Study Program whereby each student works five days per month in a corporate work assignment.  Cristo Rey Jesuit High School is a member of the Cristo Rey Network of 37 high schools around the United States that subscribe to similar demographic, academic, and internship program guidelines.

Our community is one of hard work and dedication. Our students work hard in the classroom and at their jobs. Our faculty and staff are dedicated and committed to our students' success. Our families work hard to contribute to their student's education. Our supervisors, volunteers and benefactors also play a pivotal role in supporting students in and out of the classroom. See www.cristoreytc.org for more information about our school.

Cristo Rey Jesuit High School is committed to creating and supporting an inclusive, diverse, and supportive work environment. We welcome people from all backgrounds, identities, and perspectives to contribute to a mission-driven learning community for students.

## Essential Duties and Responsibilities

**Manage the Principal’s Calendar**

* Oversee the principal’s calendar and coordinate meetings and events with the internal and external communities
* Prioritize the needs of the academic team and support academic leaders to align scheduling with overall goals
* Balance the urgency of requests and respond appropriately with solutions to those seeking immediate support
* Plan, in collaboration with the principal, both recurring meetings and those that arise daily
* Schedule the observation and evaluation meetings for teacher performance reviews
* Coordinate principal travel for events with collaborating organizations

**Coordinate Academic Operations and Logistics**

* Assist in the creation and distribution of the school year calendar with the Calendar Committee
* Support the principal in the creation and of the teachers’ and students’ class schedules
* Coordinate the logistics of Academic informational and celebratory events for students, teachers, and families, including conferences, Unity in Diversity Day, Teacher Appreciation, and graduation
* Coordinate, attend, and organize materials for all Academic Leadership Team meetings
* Work with the Dean of Curriculum and College Counselor to organize standardized testing
* Coordinate the logistics of the hiring process, including organizing candidates’ materials and interview schedules

**Manage Academic Budget Items**

* Coordinate purchasing for Academics and manage online accounts
* Track spending within the Academics budget and reconcile monthly to the Business Office
* Schedule meetings with the principal and department leaders for budget projection
* Work with the principal to plan the following year budget and spending needs

*Other responsibilities and duties as assigned by the Principal*

**Qualifications and Requirements:**

*Required*

* Bachelor’s Degree or successful, equivalent experience in an office setting
* Commitment to the mission of Cristo Rey Jesuit High School
* Ability to connect with culturally and linguistically diverse students and their families
* Ability to build strong relationships, collaborate, and contribute to a positive staff and school culture.
* Ability to maintain absolute confidentiality of work-related issues, records and Cristo Rey Jesuit High School information
* Ability to operate with a growth mindset and seek opportunities for feedback.
* Complete Virtus training, sign a Code of Conduct, and pass a background check
* Competence or a willingness to learn PowerSchool and the school’s Learning Management System

*Preferred*

* Proficiency in verbal and written Spanish or another language

Please complete our online faculty application form to apply for this position: https://www.cristoreytc.org/apps/form/facultyapp