



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS

Job Summary:

The Assistant Principal for Academic Affairs (APAA) is responsible for assisting the Principal implement the academic program of the school. The APAA oversees the development, design, review, and delivery of the curriculum ensuring alignment with objectives in the Jesuit Graduate at Graduation vision document. The APAA also maintains and reviews the system of student academic record keeping, ensures effective communication and partnership is fostered with parents and students regarding academic progress and remediation, and works with faculty to promote and practice care for the whole person in the academic program. The APAA communicates with the Principal and Department Chairpersons on all matters, especially regarding academic policies, supervision of teachers and parental concerns and consults with the Principal on all major decisions. The APAA works together with the other members of the School Life Team (Principal, Assistant Principal for Student Affairs, Assistant Principal of the Jesuit Academy, Athletic Director, Director of Campus Ministry, Director of Service, and Dean of Instructional Technology) to assure effective operation of the school.

Reports to: Principal

Employment Category: Regular Full-Time, Exempt, 12-month position

Duties and Responsibilities:

1. **Curriculum:** Assist with and provide oversight to all aspects of the curriculum, to include development, design, implementation, and review processes. Ensure curriculum meets objectives of school. Ensure curriculum alignment within departments. Coordinate the annual review and collection of faculty syllabi and classroom procedures. Coordinate and assist department chairs with analysis of test results from Advanced Placement, HSPT, NWEA, PreACT, PSAT, ACT and SAT. Oversee the submission of the Advanced Placement Curriculum for yearly College Board approval. Be responsible for the ongoing coordination, organization, and preparation for Cognia accreditation.
2. **Grade Reporting/Maintenance of Academic Records:** In conjunction with the Registrar, oversee the grading process to include grade reports, grade verification, and posting of grades; oversee the process for tracking students in academic jeopardy and ensuring fulfillment of remediation requirements; coordinate the Honors ceremonies. Meet with students, parents and teachers regarding grades and grade changes.
3. **Student Course Scheduling:** Coordinate the preparation of course description information. Explain course registration procedures to students, Determine schedules for all incoming freshmen and new students. Make final decisions on all course drops/adds. Review exceptions to requests for recommended course placement by students, parents and school counselors and serves as final arbiter. Work with Admissions Director to coordinate the admission of all new and transfer students, making recommendations to Principal. Work with Registrar to ensure makeup of any semester exams missed by students. Collaborates with Arrupe Virtual Learning Institute (AVLI) to enroll students in online classes for credit. Facilitates dual enrollment opportunities for students. Work with Registrar to plan, prepare, and present future hiring needs to the Principal.
4. **Academic Concerns/Failures:** Work closely with Principal to identify and address all matters of academic concern. Oversee the Motivating Academic Growth in Students (MAGIS) program, providing direction to

the administrator. Review grades, notify parents of student academic performance, and meet with teachers and parents to plan intervention and remedial solutions when necessary. In conjunction with the Registrar, oversee the publication of letters of concern, ineligibility and academic probation lists at the conclusion of each Marking Period. Notify parents/athletic department/moderators of such ineligibility. Work with students to develop and to monitor Academic Improvement Plans. Work closely with teachers and counselors to assist “*at risk*” students and monitors specific students. Collaborate with others to develop special programs to motivate and ensure the academic success of students.

5. ***Faculty:*** Assist the Principal in all aspects of faculty management: hiring, orientation, assignment, professional development, evaluation, and personnel decisions. Assist faculty members with the development of instructional skills and strategies within their classrooms. In collaboration with the Principal, provide guidance and direction to department chairs, facilitate regular meetings with them, and review departmental programs and goals. Assist with the orientation and development of new teachers. Maintain regular communication with the faculty regarding important issues in the school and school operation. Assist in planning/conducting of faculty in-service programs. Develop and communicate opportunities for faculty to pursue continuing State of Michigan Continuing Education Clock Hours (SCECHs) towards maintaining teacher certification. Work collaboratively with college advisors to place student teachers and to schedule observing teachers. Supervise the moderator of the Curriculum Collaboration Committee. Serve as a member on the Faculty Recruitment Outreach team.
6. ***Office Functions/School Administration:*** In conjunction with the Registrar, prepare and manage the Academic Affairs Office budget. Supervise and manage academic department equipment inventories. In conjunction with the Principal, schedule all major academic events for the annual school calendar. Oversee planning, evaluation, organization, staffing and management of the pre-freshman summer program, summer remediation and enrichment programs, parent-teacher conferences. Represent the school at various academic, extracurricular, athletic, and school-related/hosted activities, providing assistance as needed. Work on special school projects as assigned by the Principal. Report essential abuse risk management information to the board of directors. Provide necessary data and communication to the Development Office for academic grants.

Qualifications, Experience, and Abilities:

The successful candidate will be supportive of the mission of a Catholic, Jesuit high school and formation of the whole person. The position requires strong interpersonal and leadership skills, which result in strong relationships with a broad variety of people. Excellent organizational skills are necessary for success in this position. Strong academic experience and credentials are also required. Strong computer skills are a plus—including experience with learning management systems and course scheduling applications (such as Blackbaud’s ON products). A minimum of five years of teaching experience at the level of secondary education is required, and the candidate must have attained at least the academic equivalent of a Master’s Degree. Administrative license is desirable but not required, and administrative leadership experiences in secondary education are preferable.

Compensation:

Commensurate with qualifications and experience. Full benefits package also included.

Application Procedures:

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjесuit.org/quicklinks/employment-opportunities>) to Jobs@uofdjесuit.org.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

OUR SCHOOL: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. The Assistant Principal for Academic Affairs must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. All U of D Jesuit faculty and staff are required to attend a Day of Reflection during the school year.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.