



Job Title: Principal
Reports To: President
CTK Website: www.ckjesuit.org
Start Date: July 1, 2021

Christ the King Jesuit College Prep, a Catholic coeducational school located on the West Side of Chicago for grades 9-12, seeks a Principal. The Principal will be a thoughtful partner with the Leadership Team and President, working to ensure that Christ the King challenges and inspires its young women and men in their academic pursuits and spiritual formation.

As the chief academic officer of the school, the Principal provides mission leadership for faculty and students and assures the orderly functioning of the school. The Principal is responsible for overseeing all teaching and learning through a well-developed curriculum executed by an excellent faculty using evidence-based instructional strategies. The Principal is a member of the school's leadership team, actively collaborating with the Vice President of the Corporate Work Study Program, Vice President of Advancement, Chief Financial Officer and Director of Mission and Jesuit Identity. The Principal reports to the President.

The Principal's primary responsibilities include:

- Articulates and inspires the Catholic, Jesuit mission of the school to primary audiences of students, parents/guardians, and faculty and staff
- Directs the recruitment, selection, and retention of faculty, assistant principals, and other instructional and extracurricular staff who are best fitted to the mission of the school
- Provides a clear academic vision for the school community and determines the underlying metrics by which progress will be measured.
- Through leadership of the A-Team (Assistant Principals, Director of Corporate Work Study, Dean of Students), leads the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels
- Guides teachers towards consistent use of evidence-based instructional strategies that are most likely to increase student achievement
- Leads teachers in interpreting and using student achievement data to inform instruction

- Develops and executes an effective faculty professional development program, ensuring classroom impact
- Uses a research-based framework to routinely coach and supervise teachers, completing a summative evaluation for every teacher every year
- Supervises, develops, and evaluates non-instructional personnel, including Assistant Principals, Dean of Students, Campus Minister, Athletic Director, Director of Christian Service, College and Alumni Counseling, extracurricular personnel, volunteers and clerical staff
- Leads the faculty to perform at high levels, demonstrating the ability to skillfully facilitate meetings and work sessions
- Coordinates, develops, and supervises teacher leaders (Instructional Leadership Team, departmental teams, grade level teams, etc.)
- In collaboration with the Vice President of the Corporate Work Study Program, develops a calendar and schedule that organizes sufficient time to increase academic achievement while meeting the programmatic needs of the CWSP program
- Oversees the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition
- Collaborates with the Assistant Principal overseeing Admissions, Director of Work Study, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget
- Identifies program needs on an ongoing basis and constructs and oversees the academic budget to achieve identified needs
- Through supervision of the Dean of Students and, in collaboration with the Director of the Corporate Work Study Program, administers a consistent discipline program that promotes positive school culture.
- In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students
- Meets regularly with and helps coordinate Parent Organization meetings
- Reports at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Directors
- Reports weekly to the school President regarding goals, progress, and identified metrics
- Attends and actively participates in weekly leadership team meetings
- Oversees the selection, purchase and inventory of all instructional resources and materials
- Ensures the appropriate use of instructional technology and its integration within the academic curriculum
- Oversees others in the supervision of all extra-curricular activities, college counseling and alumni counseling

- In coordination with the Chief Financial Officer, coordinates the use of all the instructional spaces and oversees building usage
- Develops, implements, and supervises a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Supervises the coordination of standardized testing (SAT, AP, etc.)
- Oversees summer academic enrichment and/or remediation programs
- Oversees the development and maintenance of school accreditation with the identified national/state accrediting agency (Cognia)
- Collaborates actively with the Jesuit Schools Network, the Cristo Rey Network national office, the Archdiocese of Chicago and colleague principals across all three networks
- Represents the school at meetings of principals for the Jesuit Schools Network, including the Midwest Province, the Cristo Rey Network, and the Archdiocese of Chicago.
- Assumes other duties as assigned by the school President

Qualifications and Experience

- Master's degree
- Principal's licensure
- A minimum of 3-5 years of experience supervising and evaluating faculty and staff
- Commitment and capacity to serve students from under resourced communities
- Experience with Jesuit education and Ignatian spirituality preferred
- Proven commitment to faith-based education, preferably Catholic
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Strong background in a rigorous, standards-based, college-ready curriculum
- Demonstrated success as an instructional leader who creates a culture of continuous improvement
- Proven ability to analyze and utilize data to increase student achievement
- Excellent written and oral communication skills
- Exemplary interpersonal skills with faculty, staff, parents, students and community members

Personal Qualifications

- A person rooted in faith who values the Catholic Church's mission of service, education and social justice
- Inquisitive learner who is diligent about remaining current on best practices in secondary education and strives for continuous improvement
- A desire to be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work study program

- Experience with Ignatian spirituality and pedagogy as well as a commitment to ongoing faith formation

Application Procedure

All interested and qualified applicants with a passion for Christ the King Jesuit College Prep's mission are invited to apply. A complete application will include:

- Resume
- Cover Letter: Please write a letter limited to two pages that answers the following questions:
 - What attracts you to the mission at Christ the King?
 - How would you describe your philosophy of education?
 - How would you describe your leadership style?
 - What past experiences influence your understanding of the opportunities and challenges in shaping the school culture at a Jesuit, Cristo Rey model school?

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package. Interested candidates should email their resume and cover letter to:

Principal Search Committee
principalsearch@ctkjesuit.org

Mission Statement:

Christ the King Jesuit College Prep, a Catholic school on Chicago's West Side and a member of the Cristo Rey Network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God.

Jesuit Schools Network:

Christ the King is sponsored by the Society of Jesus, the Jesuits. Well known throughout the United States, the Jesuits sponsor more than sixty high schools and twenty-seven colleges and universities. Christ the King is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada.

Cristo Rey Network:

Christ the King is a member of the Cristo Rey Network, the national association of schools operating under the Cristo Rey model of education that includes our unique Corporate Work Study Program. The network currently consists of thirty-seven schools across the United States.