

**A.M.D.G.**  
**Xavier College Preparatory High School**

**Assistant Principal for Academics**

The Assistant Principal for Academics will work as the leader of the Academic Team at Xavier College Preparatory High School. They will serve as a liaison to the Vice Principal and President/Principal of the school while facilitating all aspects of the Academic Program. The Assistant Principal for Academics will be responsible for developing, fostering, and overseeing a culture and curriculum that inspires inclusivity, belonging, positivity, and involvement.

**Qualifications**

- Bachelor's Degree required, Masters degree in related field preferred. Preferred candidates will possess experience in secondary, Catholic education, and have experience with or knowledge of the educational practices of the Society of Jesus.

**Competencies:**

- 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 and addresses all components of the Graduate at Graduation.
- Ensure curriculum alignment and scaffolding within departments.
- Support and encourage the alignment of curriculum between departments, including interdepartmental projects.
- Coordinate the annual review and collection of faculty syllabi and classroom procedures.
- Coordinate and assist department chairs with analysis of test results.
- Oversee the submission of the Advanced Placement Curriculum, and the Pre-Advanced Placement Curriculum for yearly College Board approval.
- Be a key participant in the school accreditation process.
- Partner with the Academic Programs Director and Counseling Department to address all matters of academic concern.
- Support and direct the effort to assist faculty in ensuring grading equity.
- Assist and support the Academic Programs Director in the development of the master grid, and coordinating teaching sections.
- Assist and support the Academic Programs Director in maintaining records of grades, and the accuracy of transcripts.
- In conjunction with the Academic Program Director, 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.
- Meet with students, parents and teachers regarding grading policies and procedures.
- Communicate with parents, stakeholders, and other members of the community to ensure that they are informed about Xavier's academic policies and programs.
- Partner with Vice Principal and President/Principal in developing and maintaining Xavier's Ignatian Identity.
- Ability to work evenings and occasional weekends including school dances and other related events.

**The ideal candidate will meet the following minimum requirements for any position at Xavier College Prep:**

- Serve as a guide with and for students on their formation journey in a Jesuit high school.
- Demonstrate respect and professionalism at all times, keeping with the school's mission and Jesuit identity.
- Effectively relate to students and build positive relationships.
- Display excellent communication skills.
- Demonstrate the willingness and ability to listen, developing a mutual trust with students and colleagues.
- Demonstrate the willingness to work with a diverse student body.

**About Xavier and how to apply:**

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious, loving and compassionate in service to others for the greater glory of God.

Interested applicants should submit a resume and cover letter to Marcie Quagliani at [mquagliani@xavierprep.org](mailto:mquagliani@xavierprep.org)

