

Job Title: Assistant Principal for Student Services

Department: Academics
Reports to: Principal

Classification: Exempt
Schedule: Year-round

Cristo Rey Jesuit High School, a Jesuit, college-preparatory, co-educational school for grades 9-12 seeks an Assistant Principal for Student Services. The successful candidate will have a commitment to Catholic education and a willingness to work with a population of diverse learners. This administrator is dedicated to developing the whole person in academics, religious growth, and commitment to others.

The Assistant Principal is one of the formational leaders of the school and a member of the administrative team. She/He will provide an environment where administrators, teachers, counselors, and parents can collaboratively embrace the culture, traditions, and Ignatian character of the school. Fostering this culture allows Cristo Rey Jesuit to educate young women and men to become leaders and “women and men for others” through rigorous college preparation in the Jesuit tradition.

The Assistant Principal provides leadership, supervision, and evaluation interventions in collaboration with the Principal to ensure that the school delivers on its promised mission: developing its talented students for lives of faith, love, service and leadership through outstanding teaching and personal formation.

Primary Responsibilities:

Student Life & Formation

- Supervise and evaluate the school’s campus ministry efforts
- Supervise and evaluate the school counseling program
- Supervise and evaluate the school’s *asesoria* (advisory) program and Grade Level Teams
- Develop and supervise programs that support students, including the Magis period
- Supervise and evaluate the student activities program, including student leadership efforts
- Supervise and evaluate the school’s diversity, equity, and inclusion efforts
- Organize, supervise, and evaluate the school’s wellness program, including the cafeteria.

Enrollment, Admissions, and Family Involvement

- Supervise and evaluate the admissions program, including admissions and recruitment policies/procedures.
- Assist the Principal and the Admissions Committee regarding freshman admissions and transfer students.
- Organize, supervise, and evaluate the administration of all summer programs, including high school and middle-school academic and non-academic programs.

Faculty & Staff Development

- Assist the Principal and AP for Academics in supervising faculty regarding effective instruction, interaction with students, and support of academic policies.
- Assist the Administrative Team with the evaluation and professional development of teachers.

School Administration

- Serve as Acting Principal when the Principal and AP for Academics are not in the building.
- Assist the Principal in the recruiting and hiring of faculty and staff.
- Coordinate and oversee construction of the annual school calendar.
- Facilitate meetings of the Scheduling Committee.
- Organize, supervise, and plan the annual commencement exercises.
- Coordinate and oversee homeroom announcements, special schedules, and academic website postings.
- Oversee, coordinate, create, and report on the findings of surveys of various constituent groups.
- Assist the Assistant Principal for Academics in organizing, supervising, and evaluating a comprehensive school-wide testing program including Advance Placement and SAT.

- Supervise and attend after-school and weekend activities as assigned.
- Organize, plan, and implement all-school assemblies.
- Partner with the Assistant Principal for Academics in a variety of efforts, including but not limited to graduation, Report Card Days, testing days, and integration of technology in classrooms.
- Serve as the primary point of contact for community-based organizations, particularly for facility usage.
- Assist the Principal in community wide alerts and messages in English and Spanish.
- Meet with both internal and external constituencies and serve on various committees to foster unity of purpose, common understanding and teamwork; and to promote the mission and vision of the school.
- Maintain contact with the Jesuit Schools Network cohort of assistant principals, Cristo Rey Network counterparts, and with Archdiocesan assistant principals.
- Other duties as assigned.

Qualifications:

The Assistant Principal will be a person who is engaging, organized, well-rounded, and who facilitates growth and collaboration inside and outside of the classroom. Additionally, they will:

- Provide evidence of an ability and commitment to furthering the Jesuit, Catholic mission and identity of the school.
- Have a minimum of five years of relevant professional experience with an advanced degree in educational administration or a related field.
- Demonstrate a commitment to connect on a deep level with Latino students and their families, leveraging multicultural competencies to effect positive and culturally responsive changes within the academic program.
- Show a demonstrated track record of success in teaching in addition to leadership experience in a variety of school settings.
- Possess a Type 75/General Administrative Endorsement or its equivalent (must be earned within three years if not at date of hiring).

Competencies:

- Master teacher / Academic leader
- Engaging and approachable
- Practicing Catholic preferred
- Communicator & collaborator
- Fluency in Spanish and English
- Understand adolescent development
- Ability to delegate
- Able to balance a variety of competing priorities
- Bold and decisive in decision making – able to take a risk

Start Date: July 1, 2022

To Apply: Please visit www.cristorey.net/careers to submit a cover letter and resume.

Cristo Rey Jesuit High School: *Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at www.cristorey.net.*

Jesuit Schools Network and Cristo Rey Network: *Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 38 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.*