



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Assistant Principal for Student Discipline

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an exceptional full-time 10-month Assistant Principal for Student Discipline beginning August 1, 2022. The role reports directly to the Principal.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for over 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

The position’s primary purpose is building and leading a culture and an atmosphere of respect, safety, and order that provides the context for the academic and the faith formation of students. The position serves on the Administrative Team and works closely with the Principal and Assistant Principals. The role supervises an administrative assistant and manages an office with the Assistant Principal for Student Life. The position requires weekend and evening time commitments.

Primary Areas of Responsibility:

- Sets culture for student behavior, safety, and decorum, including upholding dress code standards and a progressive discipline model
- Oversees all student disciplinary efforts and is committed to Restorative Justice
- Tracks daily student attendance and tardies and leveraging data to inform decisions and policies
- Oversees school safety plans and drills in coordination with the Security Team, including fire, tornado, and lock-down drills
- Collaborates with the Administrative Team, Counseling, and others for the wellbeing of students
- Oversees student parking assignments, payments, and other student transportation issues
- Convenes and Chairs the Disciplinary Review Board when necessary
- Collaborates with the Diversity, Equity, and Inclusion Office
- Supervises and prepares for the safety of students at major student events, e.g. Mass of the Holy Spirit, Homecoming, Prom, Graduation, End the Year Right Night, rallies, and other large student gatherings as needed
- Reviews annually the Student Handbook with the Assistant Principal for Student Life
- Manages the senior class composite with Ripcho Studios



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- Seeks opportunities to provide education and formation of parents and guardians in supporting their sons
- Assists with all student orientation days
- Other duties as assigned

Qualifications:

- A passion and love for Saint Ignatius High School and its mission to form young men to come to know, to love, and to serve Jesus Christ
- The ability to build relationships with adults and students on campus
- Bachelor's degree required; Master's degree preferred
- A minimum of five years of experience working in a high school or with high school students
- Administrative and classroom experience preferred

The successful candidate will demonstrate:

- A strong commitment to the values of a Catholic, Jesuit education
- Dedication to building relationships with students, faculty and parents/guardians
- Goal-oriented and a results driven mindset
- Excellent oral and written communication skills
- A desire to collaborate and maintain strong collegial relationships
- The ability to build on others' ideas, capitalize on others' strengths, and effectively share responsibility
- A commitment to and understanding of Restorative Justice, valuing diversity and contributing to an inclusive work environment
- An exemplary work ethic characterized by high standards of ethics and personal conduct, honesty, integrity, and professionalism

Our Workplace:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. The school has been designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.



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Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Saint Ignatius High School does not and shall not discriminate on the basis of race, ethnicity, religion, gender, age, sexual orientation, or disability in any of its activities or operations. These activities include, but are not limited to, hiring and firing of faculty and staff, curricular and co-curricular opportunities, selection of volunteers and vendors, and provisions of services.

Apply on-line

Deadline: January 28, 2022

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu