



# SAINT MARTIN DE PORRES

## CLEVELAND'S CRISTO REY HIGH SCHOOL

**POSITION:** Principal (12-month per year position)

**REPORTS TO:** President

**DEPARTMENT:** Administration

**FLSA STATUS:** Exempt

### **POSITION SUMMARY:**

The Principal is the chief academic officer and instructional leader of Saint Martin de Porres High School and is responsible for student learning through a well-developed curriculum executed by a trained and coached faculty. The Principal provides collaborative leadership for faculty and students and oversees the operations of academic achievement, school culture, and college readiness.

As a collaborative leader, the Principal is responsible for cultivating a positive and inclusive work environment that encourages cooperation, creativity, and innovation. As a member of the school's Leadership Team, the Principal actively partners with the President, Academic Committee of the Board, and other school leaders to achieve organizational goals.

The ideal candidate will be a strategic thinker with excellent leadership skills, capable of guiding teams towards success through collaboration.

*This is a full-time, 12-month per year position.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*This is a general representation of the key duties and responsibilities required of this position. Other duties may be assigned as needed.*

#### Curriculum & Academic Achievement:

- Establishes rigorous standards for every course, content area and grade level.
- In collaboration with academic leadership and the faculty, develops a curriculum that aligns with course benchmarks & standards.
- Oversees the implementation of curriculum leveraging a comprehensive lesson planning process.
- Partnering with academic and culture leadership teams, ensures excellent classroom management; including, a high level of student engagement, cultural responsiveness, and minimal distractions that would inhibit learning.
- Ensure a course assessment process to determine curriculum & instruction effectiveness and to establish educational goals, priorities, and needed revisions.
- In collaboration with all faculty and staff, oversee regular engagement with families, ensuring that they become partners with the school regarding academic programming and college preparation for each student.
- Assist faculty and parents in interpreting and understanding student achievement data.

#### Leadership & Professional Development:

- Provide inspirational and inclusive leadership that motivates teams to excel.
- Set clear goals and expectations, and empower teams to take ownership of their work.

- Lead by example, demonstrating the values of collaboration, respect, and integrity. Works collaboratively with other school leaders: corporate work study, student life, campus ministry, enrollment, advancement, finance & facility services.
- Committed to our work study model that includes intense collaboration and partnership between our academics and our work study student internship experiences.
- Leads the continuous improvement of our instructional practice through regular observations, feedback, coaching, and professional evaluations for all faculty and academic leaders.
- Develop & execute an effective faculty professional development program that supports professional growth. With specialized coaching and support for first-year and transition teachers.
- Responsible for the supervision and bi-annual evaluation of faculty & academic leaders.
- Regularly attend and participate in Diocesan, Jesuit, and Cristo Rey Network principal meetings and workshops.
- Coordinates the administration of faculty contracts with Human Resources.

#### Academic Administration:

- Oversees the maintenance of school records, school culture, and data to be reported to the Cristo Rey Network, Ohio Department of Education, Catholic Diocese of Cleveland, and Ohio Catholic School Accrediting Association.
- Oversee all work associated with maintaining accreditation with the Ohio Catholic School Accrediting Association (OCSAA).
- Report regularly on student academic progress to the President, faculty, parents, and the Board of Trustees.
- Identify program needs and present an annual academic budget to the President and CFO.
- Approve and supervise all academic expenditures within the established annual budget.

#### **EDUCATION REQUIREMENTS:**

- Bachelor's Degree Required.
- Current Ohio Administrative Credential or ability to attain certification within a reasonable period of time as determined by the President.

#### **EXPERIENCE:**

- 2+ years of leadership involvement in school improvement initiatives specifically related to academic improvement.
- 3+ years of experience in school administration or other educational leadership role.
- 3+ years of experience in management and evaluation of faculty and staff.
- 3+ years of experience in an educational environment with demonstrated understanding of effective classroom management.
- Extensive and meaningful experience working with students in an urban setting.

#### **REQUIRED SKILLS AND TRAITS:**

- Practicing Catholic.
- Demonstrated commitment to Catholic, faith-based education.
- Demonstrated ability to connect with and engage urban families.
- Ability to manage multiple, complex priorities with demanding time frames.
- Strong organizational and time management skills.
- Excellent written and oral communication skills.
- Demonstrates a Growth Mindset, adapting to changes in responsibilities in a positive manner, be receptive to new ways of completing tasks, and be flexible in carrying out assignments.
- Able and willing to get the job done, even if is not directly related to your job description.
- Strong sense of being a team player.

#### **BENEFITS & COMPENSATION:**

- Competitive compensation plan

- 19 paid holidays per year and additional paid time off plans
- Medical, dental, vision, life, accident, short and long-term disability insurance
- Dependent Care FSA
- 401(k) with company match

*Submit cover letter and resume to Human Resources at [careers@stmdphs.org](mailto:careers@stmdphs.org)*

**Commitment to Diversity and Equal Opportunity Employment Policy**

Saint Martin de Porres High School encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to our mission.

Saint Martin de Porres High School is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.