###### C:\Users\sarriola\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\9WM0791G\SHN Grace Logo (2).jpg

###### Sacred Heart Nativity Schools

###### PRINCIPAL

**ABOUT US**

Sacred Heart Nativity Schools provide a transformative middle school education to low-income youth in San Jose. Nativity is a Jesuit, Catholic middle school located in the Washington Gardner neighborhood and provides a holistic education that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Nativity consists of two middle schools: Sacred Heart Nativity School for Boys (established in 2001) and Our Lady of Grace Nativity School for Girls (established 2006). Our mission and entire program are for the purpose of ***breaking the cycle of poverty through education****.*

**POSITION SUMMARY**

The Principal has the primary responsibility for achieving the mission of Sacred Heart Nativity Schools by cultivating a vibrant and meaningful formation program that includes culturally responsive and collaborative working relationship with the students, alumni, families, volunteers, faculty, staff, donors, supporters, board members, school partners, parish, and community partners at large.

Serves as the primary Ignatian Educator with and for students, alumni, and families on their formational journeys. The Principal engages in ongoing personal, professional and religious development in order to sustain a vibrant community committed to the mission of Jesuit education.

Our ideal Principal should:

● have at least three years exemplary and innovative middle and/or high school teaching experience

● have a minimum of five years of progressively responsible school leadership and management

experiences through the lens of Diversity, Equity and Inclusion.

● have prior practical experiences supporting and supervising teachers and school staff

● possess exceptional communication skills with the ability to write and speak passionately and

persuasively to diverse audiences

● have a demonstrated record of collaboration and teamwork with other leaders and colleagues

● be a collaborative decision-maker

● be self-motivated, possess superior organizational skills, and a sense of humor

● demonstrate a deep appreciation of and passion for the unique faith-based mission of Nativity

**ESSENTIAL JOB FUNCTIONS**

**Academics: Curriculum and Instruction**

* Guides faculty in the development of a standards-based curriculum that meets the educational needs of predominantly English Language Learner students.
* Works in collaboration with faculty and Support Services team to oversee ongoing assessment of the academic program and student progress towards outcomes.
* Supervises and/or delegates to faculty and staff the schools’ daily operation. This includes creating the Master Schedule, coordinating student activities and enrichment programs, community events, Saturday School, summer programs, interns, and volunteers.
* Hires, supervises, and leads the schools’ Magis Office, Graduate Support Program, Cura Personalis Program, Counseling Department, Campus Ministry, Food Program, faculty, and coordinates the ongoing evaluation of all staff.
* Ensures ongoing professional development for faculty and staff.

**Student, Alumni, Family, and Community**

* Directs the admissions process with Graduate Support to embody the mission of the school.
* Leads staff to provide supervision and development of students and alumni with regard to academic and behavioral performance and ensures a safe and healthy learning environment.
* Works in collaboration with the Support Service team to provide a dynamic Nativity Family Engagement Program that includes parent/guardian meetings, teacher conferences, Back to School night, holiday celebrations, End of Year celebrations, Magis Meetings, graduation celebrations, alumni events, retreats, sacraments, and Eucharistic celebrations.

**Faith Formation and Community Development**

* Works with Campus Ministry to ensure the ongoing development of the Nativity faith community in the Catholic and Jesuit tradition. Oversees student, alumni, family, and staff formation programs.
* Maintains positive and collaborative working relationships with co-sponsoring organizations, and ensures Nativity representation and participation in diocesan, parish, and Jesuit Province formation events and gatherings.

**Administration**

* Works in collaboration with the Nativity Admin Leadership Team to ensure the cleanliness and security of buildings and grounds; the implementation of the school breakfast, lunch, and snack programs; the development of the annual school budget; and the implementation of the school’s safety program/emergency planning.
* Leads the Education Committee with representatives from the Board of Directors to ensure the execution of the Strategic Plan.

**EDUCATION, QUALIFICATIONS AND LICENSES/CERTIFICATIONS**

* Bachelor’s degree required
* Master’s degree required.
* Advanced degree in Catholic Educational Leadership preferred

**PREFERRED QUALIFICATIONS**

* Ignatian Educator
* Multi-cultural competency and culturally responsive
* Bilingual (Spanish-English)
* Experience working in a faith-based community.
* Practicing Catholic with extensive experience of the Jesuit educational tradition.
* Classroom Teaching Experience

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Ability to lift 25 lbs. without help.

Ability to look at a computer monitor for long periods of time.

Ability to sit for long periods of time.

Physically able to assist, when necessary, with event setup and breakdown.

Ability to work in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.

**SCHOOL REQUIREMENTS**

TB testing

Fingerprinting - Must not have felony convictions or other serious violations

Clean DMV driving record

**GENERAL INFORMATION**

Reports to the President (Director of the Work)

Full-Time, exempt, 12-month position. Work hours may vary (including evenings and weekends)

Eligible for benefits

Salary: DOE

**APPLICATION PROCESS**

Interested applicants must submit a personal résumé or Curriculum Vitae, a letter of intent, professional references, and personal references to [hr@shnativity.org](mailto:hr@shnativity.org).

**NON-DISCRIMINATION POLICY**

*Sacred Heart Nativity Schools is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship, immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.*

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