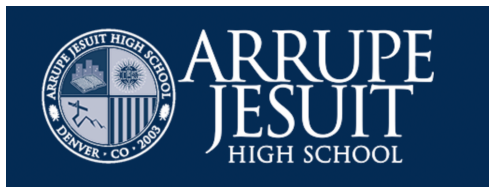


POSITION DESCRIPTION



SEPTEMBER 2023

PRINCIPAL

Martin Coover

Founder & Managing Partner
Critical Mass Talent Solutions

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Lise Oxaal

Manager, Research & Recruiting
Critical Mass Talent Solutions

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POSITION TITLE: PRINCIPAL

REPORTS TO: PRESIDENT

LOCATION: DENVER, CO

COMPANY: ARRUPE JESUIT HIGH SCHOOL



THE SCHOOL

Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a premier educational experience through rigorous academics, formation in faith and discernment, and a unique work study program – fostering community, opportunity, leadership, and personal growth.

THE OPPORTUNITY

The Principal is the educational leader of the school, and is directly responsible for the planning, coordination, and execution of the academic and formational programs of the school. To ensure the achievement of these goals, the Principal works closely with various departments, and reports directly to the President. The Principal provides leadership to the Principal's Cabinet, composed of Assistant Principals, Department Directors, and the Director of Operations for the Corporate Work Study Program. The Principal provides leadership for mission to all the school's constituents including faculty, staff, students, parents and the school community at large. The Principal also serves as a member of the President's Senior Management Team.

ESSENTIAL FUNCTIONS

Leadership for Mission

- Ensure that the Catholic/Jesuit character of the school is strengthened and promoted
- Articulate and advance the Jesuit mission and Ignatian vision of the school
- Lead the effort among faculty, staff, and administrators to animate the mission of the school through all aspects of the academic and co-curricular programs
- Oversee and ensure hiring for mission in all academic and co-curricular program areas
- Assist the President and the Director of Philanthropy in the promotion of the school, as needed

Student Life, Adult Formation, Academic Affairs

- Ensure the overall integrity and effectiveness of the school's academic, formational, and co-curricular programs, including athletics, clubs and activities, service, and pastoral
- Work closely with the Director of Curriculum and Instruction (DCI) in the planning, implementation, and evaluation of the curriculum, assisted by department members
- Work closely with the DCI to effectively utilize the Teaching and Learning Advisory Council (TLAC)
- Work collaboratively with Assistant Principals, DCI, Counseling Department, and teaching team members to design and implement Professional Growth and Renewal (PG&R) and Adult Formation activities
- Receive and review minutes from regular department meetings
- Designate teaching and other professional responsibilities as the needs of the school require
- Review the student discipline program to ensure consistency with the Jesuit, Catholic nature of the school
- Serve as final appeal regarding probations, suspensions, and dismissals upon advice of the Dean of Students, Assistant Principals and Counseling Department

ESSENTIAL FUNCTIONS (cont...)

- Maintain an active presence at school events with shared proctoring responsibilities
- Work collaboratively with the Director of Corporate Work Study (CWSP)

Administration

- Implement Board policy with regards to academics, student affairs, campus ministry, athletics, and collaboration with CWSP
- Provide leadership to the Principal's Cabinet and coordinate weekly Cabinet meetings
- Maintain overall responsibility for the recruitment and admission of students
- Assist the President and Board in the development of short and long-range plans
- Maintain the faculty/staff handbook and recommend for approval of the President
- Attend Board of Trustees meetings at the request of the President
- Ensure compliance with the policies of the Archdiocese of Denver (AoD) and the State of Colorado in the operation of the school (where applicable)
- Maintain accreditation of the school by the appropriate agencies, including Sponsorship Review from the Society of Jesus, Mission Effectiveness Reviews (MER) from the Cristo Rey Network, and school accreditation with Cognia Supervisory and Support Duties
- Observe, evaluate, counsel, and motivate professional staff members to align and improve performance, specifically those members of the Principal's Cabinet
- Meet individually with all faculty and staff regularly and, as needed, collaborate with DCI on teacher evaluations
- Coordinate the administration of contracts with Human Resources School Budget
- Assist the Senior Management Team with financial planning and administer the budget in a fiscally responsible manner
- Review, approve and monitor budgets for all academic, pastoral ministry and co-curricular areas
- Direct the preparation of the budget for the Principal's office

Facilities

- Work with the President and Maintenance to ensure that the operation of school facilities supports the school's programs and promotes its safety
- Make recommendations to the President for building modifications and use policies

Communications and Public Relations

- Maintain effective communication and good relationships with all stakeholders of the school
- Oversee the timely communication of school information to faculty, staff, students, and parents
- Oversee the completion of all official correspondence to the Jesuit Province (UCS), Jesuit Schools Network (JSN), Cristo Rey Network (CRN), the Archdiocese of Denver (AoD) and the State of Colorado
- Represent the school to the parent and alumni communities
- Assist the President in the communication of short and long-range plans to the school community
- Develop the school calendar

ESSENTIAL FUNCTIONS (cont...)

Professional Organizations and Affiliations

- Take part in personal and professional development activities including, but not limited to required conferences, seminars, workshops, etc.
- Participate in professional organizations, including the JSN and CRN
- Attend meetings for Jesuit high school principals conducted by the Jesuit Province and/or JSN, CRN, and AoD

MINIMUM QUALIFICATIONS

- Practicing Roman Catholic in good standing with the Catholic Church with a current understanding of issues in the Catholic Church and the role of Catholic institutions within the Church
- Ability to embody and advance the mission of the school as an apostolic work of the Society of Jesus
- Ten years of teaching and administrative experience in secondary education, with an emphasis in instructional leadership, teacher supervision and effective instruction
- Attained at least the academic equivalent of a master's degree, preferably in school administration, or possess the willingness to attain within four years
- Clear understanding of the needs of students and families who live in the midst or on the margins of challenging economic circumstances
- Appreciation for and commitment to the cultures of Arrupe Jesuit's students and families
- Commitment to the Ignatian practice of self-reflection and discernment
- Commitment to teaching and learning, framed by the Jesuit charism
- Commitment to the CRN Corporate Work Study model
- Commitment to the concept of hiring "for mission"
- Understanding of and commitment to upholding the Jesuit, Catholic values and mission of Arrupe Jesuit High School

PREFERRED QUALIFICATIONS

- Effective and proven leadership through fostering an ethic of teamwork and success
- Belief in the Jesuit philosophy of education
- Demonstrated commitment to working with students and families
- Demonstrated success in providing visionary, strong and dynamic leadership in educational programming
- Expertise in curriculum planning and development, with an understanding of current trends in secondary education
- Demonstrated evidence of strong engagement with and management of faculty, staff, administrators, students, parents, alumni, and other school constituents
- Ability to prioritize competing demands
- Demonstrated ability to positively manage people
- Strong crisis management skills
- Demonstrated success in change-enablement
- Experience or comfortability with informing and delivering on a strategic plan
- Ability to coach and inspire
- Basic understanding of school financial management