



**XAVIER**  
JESUIT ACADEMY

## **FOUNDING LEAD TEACHER JOB DESCRIPTION**

**Open Position:** Founding Lead Elementary Teacher

Xavier Jesuit Academy seeks an engaging and inspiring individual to serve as its Founding Lead (Elementary) Teacher. The FLT will have a once-in-a-lifetime opportunity to be a school's first teacher, establishing the vision for all faculty who will join him/her. Working side-by-side with the Founding Principal, the FLT will establish learning culture, curricular vision, and classroom pedagogy for Xavier Jesuit Academy. The FLT will be an experienced elementary teacher with a proven history of transforming the learning trajectory of students from communities suffering cultural divestment.

**Position Type:** Full-time, 12-month, exempt

**Start Date:** Spring - Summer 2023

**Equal Employment Opportunity:** Xavier Jesuit Academy is an equal opportunity employer.

### **About Xavier Jesuit Academy**

Xavier Jesuit Academy (XJA), a newly established Catholic, Jesuit, urban primary school in Cincinnati, OH, that will serve male students in 3rd through 8th grade from modest economic backgrounds, aims to open in the fall of the 2024-25 academic year at the site of the former St. Agnes School building at the Church of the Resurrection (1625 Carolina Avenue, Cincinnati, OH 45237) in the Bond Hill neighborhood.

**Mission:** Preparing young males to be leaders and “Men for Others” through disciplined academic preparation for life in the Catholic and Jesuit tradition, while enriching their families and communities.

XJA will provide a disciplined academic program with robust faith formation, thus preparing graduates to thrive in academics and Christian leadership in high school, college, employment, and life. XJA will strive to form young “men for others” who become leaders, and are faith-filled, loving, strive for intellectual excellence, are committed to justice, and open to growth.

XJA will strive to build a culture of love and service, dedicated to upholding the dignity and supporting the flourishing of each person as a child of God. XJA is committed to establishing a solid learning model grounded in the Catholic, Jesuit tradition, upheld by Gospel values, academic excellence and self-discipline. XJA strives to become a tangible catalyst of love and a hope-filled future for the students, their families and networks of care, and the Bond Hill / Roselawn communities who are working for economic and education equity and opportunity, especially for young African American males. The Jesuits have a history of serving youth in poverty across the country through faith-based education that transforms lives and breaks the cycle of poverty.

Xavier Jesuit Academy is committed to:

- Strong partnerships with families, networks of care, and community
- Disciplined academic programming and environment with extended school day and low student to teacher/support staff ratio
- Focused summer academic and formation programming
- Care for the whole person

[The Midwest Province of the Society of Jesus](#) (Jesuits) sponsors XJA as an independent Catholic school.

#### **Qualifications:**

- Possess at least a Masters Degree in Education or related field
- Eight or more years of elementary classroom instructional experience, preferably with experience either leading a department or supervising teachers
- Advanced knowledge of curriculum design models, instructional methodologies, and student/teacher schedule development
- Experienced with various intervention models (i.e. Reading, ELA, Mathematics, etc.)
- Extensive experience in using a variety of learning management systems (LMS)
- Exceptional computer skills with proficiency in using teleconferencing
- Exceptional communication, active listening, critical thinking, organizational / project management skills
- Ability to manage multiple programs and tasks simultaneously with a team and independently

#### **Responsibilities:**

- Provide research and analysis of effective curriculum models that have proven to be successful in accomplishing the core mission established by the Board of Trustees, President, and Principal of Xavier Jesuit Academy (XJA).
- Design curriculum and development process that includes the development of a scope and sequence for the elementary and middle school courses offered, aligned with XJA's vision, mission, and values.
- Ensure that the XJA curriculum satisfies the educational requirements of the Ohio Department of Education (and is in alignment with the expectations outlined by the Archdiocese of Cincinnati)
- Ensure the XJA curriculum pays particular attention to the Social Emotional Learning (SEL) needs of the students.

- Ensure that the predominant instructional practices utilized by XJA are rooted in culturally responsive teaching approaches.
- Work well in groups and is able to teach, guide and mentor various members of the XJA faculty and academic support staff.
- Responsible for recommending the faculty and staff Professional Development scope and sequence for the first two school years of XJA.
- Work with the Principal in preparing and providing curricular materials needed for submissions to the Ohio Department of Education, as well as any other accrediting bodies (Ohio Catholic Schools Accrediting Association, Midwest Province, Jesuit Schools Network, etc.)
- In partnership with the Principal, will identify and provide information on equipment, technology, and supplies needed to support the quality delivery of the curricular programs that have been adopted.
- Maintain a master textbook list for the program curricula.
- Develop and manage project plans that ensure on-time completion of curricular tasks.
- Work with new teachers in developing syllabi and instructional materials for his/her grade level, including such materials as lesson plans, supporting materials like lecture presentations, lecture notes, and project handouts, and formative and summative assessment instruments like quizzes, tests, and exams.
- Make recommendations of formative and summative assessment tools that measure the effectiveness of curricula, and use these tools to determine whether course and program objectives are being met.
- Supports and adheres to the Code of Conduct, policies and procedures of XJA, and the Archdiocese of Cincinnati [SafeParish™](#) safe environment training and policies.
- Maintains excellent personal work attendance record.
- Attends and participates in regular school meetings, professional development days, spiritual retreats, committees, and Jesuit Schools Network cohort gatherings.

### **Mission & Catholic Identity**

- Committed to Christian faith formation, academic excellence, and service to others.
- Articulates the mission of XJA to students, parents, supportive adults, faculty, staff and the wider community.
- Represents XJA's mission, its students and families, its personnel, the Jesuits, the Catholic Church, and the local community of the school in an upstanding and positive manner in all interactions in the wider community.
- Practices his/her own leadership style compatible with Christian identity, attitudes, and behaviors.

### **Wages and Benefits:**

Founding Lead Teacher is a full time, 12-month non-exempt position with health, PTO, and 403(b) options.

Salary is commensurate with experience and is competitive with Archdiocese of Cincinnati, Cincinnati Public Schools, and neighboring school districts.

## How to Apply

Send cover letter and resume to:

[employment@xavierja.org](mailto:employment@xavierja.org)

*The Xavier Jesuit Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Xavier Jesuit Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.*