



Position: Principal

As the instructional leader of the school, the Principal provides mission leadership for faculty and students, supports high quality classroom instruction and assures orderly functioning of the school. The Principal is responsible for teaching and learning through providing ongoing instructional feedback and engaging faculty in the development and implementation of a rigorous, college preparatory curriculum and the cultivation of a school-wide Catholic identity. The Principal is responsible for creating and sustaining a culture of continuous improvement that provides students with multiple opportunities to develop and demonstrate proficiency. The Principal is a member of the school's leadership team and actively collaborates with leadership team members to create a culture of respect and achievement by fostering collaboration, teamwork and communication through all academic departments.

Essential Functions:

Catholic Identity, Lasallian and Cristo Rey Mission

- The recruitment, selection, and retention of faculty, assistant Principals, other instructional and extracurricular staff who are best fitted to the mission of the school
- Serve as a model of the school's values and mindsets and hold self and others accountable to maintaining high standards for adult culture; actively promote the regular exchange of affirming and constructive feedback among members of the school's staff.
- Cultivating a solution-based culture that addresses student struggle as a predictable problem to be proactively, creatively and collaboratively solved
- Overseeing the development and maintenance of school accreditation, Mission Effectiveness, and Lasallian Catholic Academic Program, with the identified national/state/Cristo Rey Network/Lasallian accrediting agencies.
- Actively participate in CRN and Lasallian professional development and coaching, support, and formation, including active collaboration with the Cristo Rey Network national office and Lasallian District of San Francisco New Orleans.
- Representing the school at meetings of Principals for the Cristo Rey Network, the Lasallian District of San Francisco New Orleans, and the diocese

School Culture, Operations, and Family Involvement

- In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students
- Developing a school culture that is accepting of all students, valuing the gifts each brings to the school

- Collaborate with the Vice President of Corporate Work Study Operations to address discipline, parent communication, and overall progress of the students and the scheduling of the school calendar and programs
- Overseeing the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition
- Supervising, developing, and evaluating non-instructional personnel, including assistant principals, guidance personnel, college counselors, Campus Minister, Athletic Director, extracurricular personnel, volunteers and clerical staff
- Set and communicate clear expectations for excellence, define responsibilities for staff, and delegate tasks and responsibilities in ways that are consistent with role definitions; maximize the impact of each team member under the principal's chain of management.
- Collaborating with the Director of Admissions, Vice Presidents of Work Study, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget
- In collaboration with the Director of Finance and Operations, developing and managing the academic budget and coordinating the use of the school facilities
- Supervising all extra-curricular activities
- Attending routinely and actively participating in weekly leadership team meetings
- Develop and execute strategies to improve performance of staff over time and hold staff members accountable. Performance improvement includes individual coaching, support, and performance improvement plans.
- Consistently follow federal and state policy and establish a high bar for professionalism and discretion when handling personnel issues.

Teaching and Learning

- Serve as the lead-learner in the building; stay current with research, best practices, and trends relevant to Catholic, urban education and issues affecting the school's students.
- Conducting regular classroom observations to maintain a visible and active leadership role throughout the building, as well as to provide teachers and classroom staff with valuable feedback to further develop their professional skills
- Developing, coordinating, and supervising and leading the Instructional Leadership Team (ILT), discipline team leaders, grade-level team leaders, etc.
- Reporting weekly to the school President regarding goals, progress, and identified metrics
- Leading the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels
- Leading teachers in interpreting and using student achievement data to inform instruction
- Developing and executing an effective faculty professional development program, ensuring classroom impact
- Developing a calendar and schedule that organizes time reflecting a prioritization of observation of student learning and instruction
- Identifying program needs on an ongoing basis and constructs and oversees the academic budget to achieve identified needs

- Developing, implementing, and supervising a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Coordinating standardized testing (ACT, SAT, AP, etc.)
- Overseeing summer academic enrichment and/or remediation programs
- Reporting at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Directors
- Commitment to executing the Academic Department five-year strategic plan, in consultation with the President and other key stakeholders, that is aligned to the school's shared vision of excellence, incorporating knowledge of current realities and progress-to-goals.

Additional Skills

- Deep belief in and commitment to low-income, urban youth
- Flexibility, energy, stamina, and foresight to be an effective leader of a growing school
- Ability to build shared vision and inspire commitment to mission
- Ability to build relationships with a diverse staff and parent community
- Strong collaboration with others and the ability to systematically gather input prior to developing strategies and solutions
- Ability to motivate and influence others to achieve excellence in the workplace
- Openness to feedback and to using feedback to inform his/her professional practice
- Ability to think critically and reflectively and to prioritize effectively
- Openness to growth and a commitment to continuous learning
- Strong written and oral communication skills
- Ability to develop and execute an effective academic budget

Qualifications:

- Fluency in Spanish preferred
- Master's Degree in an educational field preferred
- Minimum five years of experience in school leadership
- Demonstrated commitment to Catholic education
- Demonstrated ability to connect with low-income, primarily Latino students and families
- Demonstrated ability to serve as the faith leader of the school
- Proven background in curriculum design, teacher supervision, and data analysis
- Demonstrated understanding of the college-going process
- Background in designing and executing school improvement plans
- Unquestionable commitment to personal and professional integrity and moral character

About San Miguel High School:

San Miguel High School is a Catholic, Lasallian learning community empowering youth from underserved families. San Miguel nurtures a Christian spirit and integrates rigorous academics with practical workplace experience, thereby transforming students to be prepared for college and career. San Miguel high school is sponsored by the Brothers of the Christian Schools (www.delasalle.org). The school opened in August 2004. San Miguel currently has approximately 350 students and expects to be at 375 in the 2019 – 2020 school year. (www.sanmiguelcristorey.org)

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a professional work assignment. San Miguel High School is part of the Cristo Rey Network (www.cristoreynetwork.org), 35 high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

The Corporate Work Study Program (CWSP) is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency, which trains the students for entry-level employment and markets their services to local clients. Typically, four students share one full-time position from the beginning of August through May. The fees for the students' services go directly to the school to pay a significant portion of the cost of education.

To Apply:**Procedure:**

All interested and qualified applicants with a passion for San Miguel's mission are invited to apply by Friday, April 15, 2019.

A complete application will include:

- Resume
- Cover Letter (no longer than two pages).
- Three Letters of Recommendation
- Completed San Miguel Application (Available at www.sanmiguelcristorey.org)

Responses to the following questions (no longer than 1000 words total):

- How would you describe your philosophy of education? How would you put it into practice at San Miguel High school?
- How would you describe your leadership style? What past experiences in educational leadership have prepared you to serve as the principal of a Lasallian Catholic, Cristo Rey model school?
- What qualities and dispositions will you look for when hiring teachers and staff? How do you plan to support, evaluate, and train teachers?
- How would you ensure the Lasallian Catholic identity of our school? How would you define effective Lasallian Catholic leadership?
- What is your vision for the ideal graduate of San Miguel high school?

Please email your completed application as an attached PDF to masond@sanmiguelhigh.org