



## FOUNDING PRINCIPAL JOB DESCRIPTION

**Open Position:** Founding Principal of School

Xavier Jesuit Academy seeks a Founding Principal to lead the development and implementation of academic programming and its support structures, set institutional life initiatives, and hire faculty and staff with the talents and passion to establish school culture through the school's opening and growth.

**Position Type:** Full Time, 12 months

**Start Date:** July 1, 2022

**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, will open in the fall of 2023 at the site of the former St. Agnes School building at the Church of the Resurrection (1619 California Ave., Cincinnati, OH 45237) in the Bond Hill neighborhood.

**Mission:** Assist and support young men in their formation as leaders and “men for others” through rigorous academic preparation for life in the Jesuit tradition.

XJA will provide a rigorous 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 religious, 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
- Rigorous academic programming and environment with extended school day and low student to teacher/support staff ratio
- Rigorous summer academic and formation programming
- Care for the whole person

The [Midwest Province of the Society of Jesus](#) (Jesuits) partnered with [CISE](#), the Archdiocese of Cincinnati, and the [Church of the Resurrection](#) to establish the school.

## **Position Summary**

The Founding Principal is hired by, and responsible to, the President of Xavier Jesuit Academy and serves as the chief leader of academic formation, education strategy, and institutional life development of the school. The Principal has the unique opportunity to establish the school culture from the beginning, in accord with the mission and aligned with the President, and hire the faculty and staff who have the talents and passion to build that school culture. The Principal will have overall responsibility for the management of Xavier Jesuit Academy, providing leadership to its Catholic, Jesuit education mission in collaboration with the Midwest Province of the Society of Jesus and the [Jesuit Schools Network](#).

The Principal is responsible for providing the vision for short and long-term recruitment and development of faculty and academic support staff, along with the development and implementation of academic programming, curricula, and student support systems. With support from the President and other school leaders and staff, the Principal will work to develop, implement, assess and strengthen the school's academic standing, reputation, fiscal viability, and enrollment.

## **Education & Experience, Skills, & Abilities**

- **Education & Experience**
  - Master's degree in Education Administration required, preferably in Education Leadership or related field.
  - Valid teaching license (Current State of OH teacher license preferred).
  - Minimum of three years' teaching experience required.
  - Supervisory experience preferred.
  - Working knowledge of school and education technology platforms.
  - Working knowledge of office administration technology platforms.
  - A valid State of OH driver's license or ability to secure one.
  - Status as an active Christian, willing and able to participate in and lead Christian faith components of school life and mission.
  - Open to learning, growth, and formation in the Catholic faith tradition and [Ignatian Spirituality](#).
- **Skills**
  - Professional disposition and collaborative approach.
  - Strong verbal and written communication and presentation skills with adaptability for various audiences.
  - Strong organizational skills, both personally and for others.
  - Develop, maintain, and manage a reasonable and responsible budget.

- **Abilities**

- Prioritization of tasks.
- Manage simultaneous projects and tasks.
- Make timely and reasoned decisions.
- Attention to details.
- Troubleshoot and accept challenges directly.
- Maintain confidentiality.
- Set an example for ethical and professional behavior.

## **Duties and Responsibilities**

- Reports to the President.
- Responsible for the development and implementation of all school policies and procedures in connection with all facets of the school program.
- Supervises all academic personnel, either directly or indirectly.
- Direct Supervisor of
  - Faculty
  - Administrative Assistant
  - Academic staff positions to be determined
  - Student support staff to be determined
- Leads all components of the annual [OCSAA](#) process in collaboration with the President.
- Directs all teacher and academic support staff recruitment, hiring, and termination aligned with the mission and in consultation with the President towards annual growth.
- Supports student recruitment and enrollment with aim towards annual growth.
  - Assists with the admissions functions of the school, including student recruitment events, internal and external marketing and outreach, and applicant testing and interviewing.
  - Supports the admissions decision-making process, including administration of the school's financial aid program and OH EdChoice.
- Leads the development of and directs a rigorous and comprehensive Summer academic program.
- 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 leadership meetings, faculty meetings, Archdiocesan school meetings as prudent, professional development days, faculty committees, Board of Trustees meetings, and Board committee meetings as assigned.
- Maintains a level of knowledge and skills required to function as the Principal, accomplished through study of contemporary best practices, professional development, and membership in local, state, or national professional organizations.

## **Mission & Catholic Identity**

- Works with the leadership team to ensure the school and the employees are guided and driven by the Catholic, Jesuit mission rooted in Gospel values, the sacramental life of the Catholic Church, and its liturgical seasons.
- 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.

- Ensures the school is providing a rigorous academic program for religious studies, catechesis in the Catholic faith, a nurturing and welcoming environment for diversity of Christian denominations and faiths, all set within a total academic curriculum that integrates faith, culture, and life.
- Ensures faculty who teach religion meet the religious certification requirements of the Archdiocese of Cincinnati.
- Ensures the school's religious education curriculum and classroom teaching meet the requirements of the Archdiocese of Cincinnati.
- Ensures Catholic faith and students' cultures are integrated throughout the school's curriculum, programming, and environment.
- Ensures the school is providing timely, regular, and age-appropriate opportunities within and outside the classroom for student faith formation, participation in liturgical and communal prayer, and action based on Catholic social teachings.
- Practices his/her own leadership style compatible with Christian identity, attitudes, and behaviors.
- Leads with passion for the mission, creating a sense of cruciality among faculty/staff to reach school academic and culture goals.

### **Academic Excellence & Leadership**

- Works effectively with the President, maintaining mutual respect and recognition of legitimate authority, to exercise responsible decision-making for the development and oversight of the school's fidelity to its mission, academic excellence, and operational and strategic vitality.
- Creates the school schedule and calendar that maximizes support for teaching and learning.
- Oversees the recruitment, hiring, professional development, and retention of faculty and school staff, aligned with school personnel diversity goals.
- Contributes to and leads certain components of the school building and grounds design process, inclusive of classroom space, lab space, faculty space, student support space, recreation, and technology infrastructure.
- Leads the development and implementation of academic pedagogy, programming, support structures, curricula, and institutional life initiatives towards the school's opening and its growth.
  - Implements school-wide student learning and program effectiveness assessment practices and prepares methodology of curriculum review and instructional improvement practices.
  - Regularly tracks and analyzes student achievement data and uses data to make decisions on instruction, curriculum, assessments. Uses data to inform strategic goals.
- Maintains OH and Archdiocese of Cincinnati accreditation standards in compliance with the accreditation cycle.
  - Seeks accreditation advancement towards the highest standards of Ohio and the nation.
  - Supports the school's meeting of standards as set forth in [\*Our Way of Proceeding: Standards and Benchmarks for Jesuit Schools in the 21st Century\*](#).
- Leads and supervises all faculty and academic / student life support staff.
  - Provides instructional leadership by coaching and developing teachers through observation, walk-throughs, modeling, analyzing data, and co-teaching.
  - Oversees all professional development towards set academic and culture goals.
  - Conducts regular faculty meetings and other formal meetings as needed.
  - Completes formal teacher performance evaluations.
  - Develops and enforces systems of accountability for all faculty and staff.
- Develops and implements a culturally appropriate student behavior method and model that supports the furthering of the high standards of excellence expected of a private Catholic academy, upholding the values of justice-making, nonviolence, restoration and reconciliation.
  - Leads and supports faculty in the implementation of the student behavior model.

- Efficiently resolves any disruptions to the learning environment, using data to analyze patterns and create preventative interventions.
- Makes decisions on serious student disciplinary issues (ex: expulsion) in consultation with the President.
- Creates school-wide practices and fosters an environment that helps families and community members feel welcome and respected.
  - Responds in a timely manner to parent concerns.
  - Enlists parents and other supportive adults in actively supporting their student's growth.
  - Communicates in a timely manner to all parents and other supportive adults about ongoing learning and behavioral expectations, coupled with specific ways they can support their student's growth.
- Ensures student policies and XJA HR policies are actualized in all academic and institutional life programming.
- Identifies and supports internal leadership development.

*The above list and description of duties and responsibilities are of a general nature, representing the level of work performed by personnel so classified as Principal; it may not fully represent the exact job responsibilities of the Principal, as there may be additional / different elements of the job that are not included in this description.*

## **Wages and Benefits**

Benefits package includes competitive salary commensurate with education and experience, health insurance, retirement plan, and work/life balance.

## **How to Apply**

Send cover letter and resume to:

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

Applicants that do not include a resume and cover letter will not be considered a complete application and will not be reviewed.

*Xavier Jesuit Academy is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex (except in matters of admission and enrollment), gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic or military status. Employees, students, applicants or other members of the XJA community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected identity.*

