



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Position: Assistant Principal

Report to: Principal and President

Start Date: July 1, 2018

The Assistant Principal, in collaboration with the Principal, assumes responsibility for the quality of the instructional program at Cristo Rey Atlanta. The duties of the Assistant Principal span several areas, including but not limited to: instructional and organizational leadership, student achievement, staffing, and retention. The Assistant Principal works as an integral member of the school leadership team, actively collaborating with the Principal and other leaders to ensure that the school operates as a high-functioning Jesuit, student-centered learning environment that prepares students for both college and life.

Responsibilities:

Shared Leadership of Instruction and Academic Growth

- Promote a rigorous, faith-based, college preparatory curriculum, ensuring vertical and horizontal alignment that fulfills the school's Jesuit mission
- Maintain a consistent and visible presence to both students and faculty throughout the building during the school day as well as at school-based events outside of the regular school day
- Improve academic achievement of students and instructional practices of faculty through regular classroom observations and feedback
- Work collaboratively with faculty and Principal to develop and refine instructional and classroom management best practices
- Co-lead evaluation and on-going development of curriculum and instruction that is aligned with Cristo Rey Network Curriculum including annual review of academic policies
- Analyze and utilize data to increase student achievement
- Serve as a member of the Instructional Leadership Team and Student Review Team

Student Success

- Work closely with students, teachers, and parents to support student success and growth
- Encourage an open-door policy through which students and faculty are invited to share concerns in an environment that is welcoming and constructive
- With Principal and counseling staff, schedule meetings with students and parents who are in danger of dismissal and create an action plan for improvement
- Coordinate special events that encourage parent involvement such as parent-teacher conferences and "Mini Class Night"

Hiring and Orientation

- Collaborate with Principal on all hiring, orientation, and development of academic faculty
- Foster an environment in which faculty, both new and returning, adhere to school policies and embrace the Jesuit mission and identity of the school
- Work closely with the Principal to orient new faculty, determine the faculty's professional development needs, and help design and lead continuous, high-impact professional development to ensure teacher growth

Logistics

- Work with the Principal on the design, implementation, and execution of the master schedule
- Ensure clear and coherent daily and yearly schedules for students and faculty, including alternate schedules on days with special events (e.g. Mass or assembly) or other divergences from the normal routine
- Work with Registrar to manage the student information system, PowerSchool, and ensure accurate reporting of student data and achievement
- Produce and disseminate the annual curriculum guide prior to the first day of school
- Coordinate substitutes when teachers are absent
- Serve as academic leader-in-charge in the absence of the Principal
- Assume additional responsibilities as deemed necessary to advance the mission of the school

Qualifications: Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta’s team. In addition, applicants should meet or exceed the following requirements:

- Masters Degree in Education Leadership or related field preferred
- Actively pursuing appropriate credentialing/certifications
- Proven experience as high school teacher for a minimum of 5-7 years
- Track record of leading adults and shaping a high-performing culture of teaching and learning

Apply: To apply, submit the following items to Shatavia Richardson, Director of Human Resources, srichardson@cristoreyatlanta.org and include the position in the subject line:

- Resume
- Cover letter
- Three letters of reference
- Contact information for 3-5 professional references (direct phone and email)
- Undergraduate and graduate transcripts
- Response to the following question (500 words or less):
 - *Describe your philosophy for educational leadership in a Catholic, urban school setting.*

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