



## **Associate Provincial Assistant, Secondary and Pre-Secondary Education**

### **Job Description**

The Associate Provincial Assistant (APA) is a senior staff position for the Office of Secondary and Pre-secondary Education of the USA Midwest Province (UMI) and the Jesuit Schools Network. The APA serves on a team of professionals to serve the 20 Jesuit secondary and pre-secondary schools of the Midwest Province, as well as the collective care for the apostolate of secondary and pre-secondary education through the Jesuit Schools Network of North America. The APA ultimately assists the Provincial in his care and oversight of Jesuit secondary and pre-secondary education in the Midwest Province. This position is full-time, 12 months, and reports to the Provincial Assistant for Secondary and Pre-Secondary Education (PASE).

As a part of the Province team, the APA will:

- 1.) Maintain active contact with sponsored/endorsed schools to help make the Society present, to assist school personnel in knowing the Society's priorities and direction, to understand issues facing the schools, and to keep the Provincial informed as to the health and mission-effectiveness of these schools. The APA accomplishes this by means of regular communication with school leadership, visits to each school, participation in the Province Sponsorship Reviews, and other contact such as visits to board meetings and various other school functions.
- 2.) Conduct programming for school personnel to support formation in Jesuit mission.
- 3.) Convene meetings of the Provincial with school board chairs, presidents, principals, and mission formation officers. The APA will have an active leadership role at annual principal/president and mission formation officer meetings.
- 4.) Serve as a consultant to boards of trustees and administrators regarding the assignment of Jesuit personnel, succession planning and search committees, the appointment of Jesuit trustees, and the impact of by-laws on relations between the Society of Jesus and its sponsored institutions. This consultation happens on an at-need basis, particularly when a school is in leadership transition.
- 5.) Represent the province to diocesan offices of education and other agencies (e.g., Cristo Rey Network, AdvancEd, ISACS).
- 6.) Support the collective care of Jesuit schools in North America through province-level contributions to the Jesuit Schools Network. This care includes existing and emerging province-level services that further school's Catholic, Jesuit identity, such as meetings and programs. Existing program examples include the Ignatian Retreat for New Employees, Ignatian Pilgrimage, and formation for new trustees. This will also involve participation in some Conference and global programs which would be organized and conducted through the aegis of Jesuit Schools Network.

The Midwest Province cares for 20 Jesuit secondary and pre-secondary Jesuit schools from South Dakota to Ohio, across three time zones in eight states. The APA position requires a good deal of travel. Consideration will be extended to candidates who do not live in Chicago but can travel periodically to meetings in the UMI offices.

Interested candidates should submit a cover letter and resume to Matthew Couture, Provincial Assistant for Secondary and Pre-Secondary Education at [umieducation@jesuits.org](mailto:umieducation@jesuits.org). Applications will be reviewed as submitted, and no later than May 15, 2021. Start date is Monday, August 16, 2021.