



CRISTO REY
JESUIT HIGH SCHOOL
POSITION DESCRIPTION
www.cristoreytc.org

Position: Principal
Reports To: President
Location: 2924 4th Ave S., Minneapolis, MN 55408
Updated: March 2023
FTE/Classification: Fulltime, year-round

About us:

Cristo Rey Jesuit High School provides access to a Catholic, Jesuit, college and career preparatory education to unlock the potential of students of any culture, faith, or creed to transform our communities. We have an award-winning, state-of-the-art educational and recreational facility in the Phillips neighborhood of South Minneapolis where we educate approximately 450 students and provide post-secondary support services to 875 Cristo Rey graduates. Through Cristo Rey's unique model of academic success, under-resourced youth of color in the Twin Cities receive high quality college and career preparatory curriculum focused on the development of habits for the mind and spirit. Our innovative Corporate Work Study Program offers the opportunity for each of our students to experience meaningful work at least 1 day a week at one of our 130+ corporate partners throughout the Twin Cities. We are committed to supporting students in high school, post-graduation, through college and beyond, and have four established programs that offer a holistic educational experience for our students, equipping them with the necessary skills needed for thriving adulthood.

The Principal is the instructional and inspirational leader of the school. The Principal is responsible for the implementation of a rigorous, college preparatory curriculum and the cultivation of a school-wide Catholic faith identity. The Principal provides mission leadership for faculty and scholars, maintains positive school culture, supports high quality classroom instruction, manages school/community communication, and assures the orderly functioning of the school.

The Principal is expected to operate in the belief that our predominant mission is transformative change for our students and subsequently the larger community. They will accomplish this by developing a team of diverse and committed leaders who will follow the principal's lead in establishing an unparalleled academic environment of high expectations, consistency, and accountability.

The Principal must be a warm, yet demanding leader who thrives in moments of uncertainty, understanding a bold and courageous vision for the future can only become reality in collaboration with all stakeholders.

Specific Responsibilities:

- Organizational Leadership
 - Serves as a member of the Leadership Team along with the Director of Admissions, the Director of the CWSP Program, the Director of Finance/Controller, the Human Resources Director, the Director of Mission and Identity, the Vice President of Development, and the Vice President of Strategic Growth. Together with the president, this team is responsible for implementing the overall mission and culture of the school in fidelity with the Cristo Rey Network Mission Effectiveness Standards and the Standards and Benchmarks for Jesuit Schools in the 21st Century.
 - Collaborates actively with the USA Midwest Province of the Society of Jesus, the Jesuit Schools Network, the Cristo Rey Network and colleague principals.
 - Represents the school at meetings of principals for the Archdiocese of St Paul and Minneapolis, the Society of Jesus, and the Cristo Rey Network.

- Champions the importance of diversity, equity, and inclusion both within CRJHS and among peer schools in the CR network
- Academics
 - Sets the academic vision and supports the Assistant Principal of Academics (APA) to oversee implementation of the educational programs of the school with special attention to curriculum, pedagogy, and evidenced based instructional strategies; this includes but is not limited to:
 - Defining a vision of excellence for teaching and learning alongside all instructional leaders
 - Overseeing the vetting, input, and adoption of academic curricula and new course development
 - Reviewing and refining the Danielson framework as needed to ensure it captures instructional excellence in alignment to vision
 - Developing and refining the academic coaching model
 - Conducting instructional walkthroughs with coaches to norm on evaluation and coaching practices
 - Developing data systems to actively monitor progress to goals and intervene where necessary
 - Directs the development of a data-informed and research-based professional development program intended to build leader and teacher skill to drive equitable student outcomes and access
 - Oversees the teacher evaluation process and supports the APA & DCI to ensure coaching and evaluation contributes to effective, confident, and empowered teachers
 - Directly coaches and evaluates a small caseload of teachers
 - Collaborates with the Director of Admissions and the Director of CWSP to develop and recommend admissions criteria for new students
- College Success
 - Directly manage and support the Director of College Success and their team in ensuring all Cristo Rey Jesuit students are on track to apply to and enroll in a "best fit" four-year college through effective college counseling, high quality college readiness instruction, and the establishment of a college-going culture.
- School Culture
 - Sets the vision for a student culture in alignment with Jesuit principles and a college and career pathways
 - Together with the Dean of Culture, supports the development of a proactive, positive culture and equitable, responsive discipline system
 - Ensures strong alignment and communication between academic, student life, and wellness teams to support whole child development and success
 - Cooperates with the Director of CWSP in developing and administering the overall discipline program and makes all final decisions for disciplinary issues
- Talent
 - Directs the recruitment, selection, supervision, evaluation, and retention of the assistant principals, deans, faculty and academic staff who are best fitted to the mission and identity of the school and maintains their confidential personal records.
 - Manages the hiring process and makes all school site hiring decisions with the support of the President
 - Coaches and builds capacity in Assistant Principal of Academics, Assistant Principal of Operations and Director of College Success to effectively manage major functions of school: (1) academics, (2) operations and student life, and (2) college success
 - Together with the Director of HR, manages employee-related discipline as required
- Operations & Finance
 - Together with the Assistant Principal of Operations sets a vision for operational excellence and manage daily school operations seamlessly
 - Develops and recommends the annual budget for curricular operations
 - Collaborates with the Vice President of Development to fundraise for key initiatives that directly impact teachers, students, and families

- Community Partnerships
 - Works closely with the Director of CWSP to build and maintain strong relationships with partner organizations
 - Serves as the primarily liaison between community-based partnerships outside of CWSP
 - Communicates with Development office on fundraising needs to support partnerships, if applicable
- Family Engagement
 - Teams with the Director of Culture and Deans of Students to form close partnerships with parents and families in support of students
 - Facilitates regular town hall meetings with families to maintain transparency and honesty regarding key issues on campus

Qualifications and Experience:

Strong candidates approach the work through an equity lens; have a vision of building strong leaders within communities of color which they understand is paramount in creating an equitable and just society; are warm demanders, compassionate yet practice accountability; thrive in a demanding academic environment; see challenges as opportunities for solutions; believe in our scholars' ability to succeed; enjoy working with a team; are self-directed and confident; boldly and courageously believe in our ability to make transformative change.

Candidates for Principal must have the following qualifications and experience:

- Master's degree required, with 3-5 years of experience in academic leadership
- Principal's licensure preferred
- Excellent written and oral communication skills
- A proven commitment and capacity to serve and connect with culturally diverse and traditionally underserved students and their families
- Minimum 3-5 years of supervisory experience in recruitment, hiring, management, evaluation, development, and retention of team members
- Demonstrated commitment to Catholic, faith-based education
- Demonstrated ability to inspire, lead, and work collegially with a diverse team while pushing them to attain ambitious goals
- Strong background in a rigorous, standards-based, college-ready curriculum
- Ability to manage multiple programs and associated personnel
- Ability to analyze and utilize data to increase student achievement
- Demonstrated digital fluency skills, specifically MS Office/Google Workspace and school-based technology resources and communication tools.
- Problem-solver and collaborator - driven by team, not individual, success
- Ability to speak Spanish preferred

TO APPLY:

Email the following documents to HumanResources@crstoreytc.org with the subject as PRINCIPAL POSITION.

- A cover letter expressing interest in position
- A statement of educational philosophy
- A current resume
- Five professional references including name, relationship, phone number, and email*