



Open Position: Assistant Principal

Position Type: Full Time

Start Date: July 1, 2019

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, NJA strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), NJA transforms students to become men and women for and with others.

Position Summary:

The Assistant Principal will be the primary person responsible for the oversight of non-academic concerns regarding students. The Assistant Principal will serve as the primary interface between the school and the students’ families, ensuring consistent and timely communication from the school. The Assistant Principal will also be responsible for student discipline, coordination of parent meetings, and oversight and/or coordination of family events outside of the regular academic program. The Assistant Principal reports to the Principal and will work closely with the school’s leadership team to ensure that the school’s culture is healthy. The position requires work for NJA’s Summer Academic Sessions. The two Summer Academic Sessions include Camp Thunderhead in Mercer, WI and Summer School at Nativity’s Milwaukee campus. Travel is required during the summer to Camp Thunderhead.

Culture Leadership Responsibilities:

- In conjunction with the school principal, set and invest staff in the vision for a positive, structured, achievement-oriented, and nurturing school culture.
- Design/modify and implement school-wide culture systems (i.e. entry, dismissal, transition, incentive systems, community meeting etc.) aligned to the vision for school culture.

- Serve as a point person for discipline/culture issues for students, teachers and families. Communicate severe discipline issues to the Principal.
- Create structures, systems, and tracking tools to proactively and positively engage with school leadership team, teachers, and parents throughout the school year and when there are specific student behavioral concerns.
- Create behavior interventions alongside School Counselor when needed for students struggling with meeting school expectations.
- Support as needed in behavioral referrals and IEP meetings.
- Be highly present and visible during school hours, in and out of classrooms, relentlessly ensuring the school has a strong school culture.
- Maintain, monitor, and respond to accurate and thorough student culture data and documentation.
- Maintain, create, refine, and document records of disciplinary actions.
- Support and provide feedback to teachers to improve their instructional practice, especially as it relates to issues of discipline, relationships with students, and school culture.
- Lead Professional Development for teachers focused on improving culture items.
- Assist teachers, students, and parents in the effective creation and implementation of individual behavior plans and other supports for students with significant behavior needs.
- Manage and enforce student attendance/truancy policy in conjunction with School Counselor and Office Manager.
- Serve as a Member of the Student Intervention Team (SIT).
- Support in the accreditation process (focus is on core job responsibilities).
- Other duties as assigned by the School Principal.

School-Wide Responsibilities:

- Create, evaluate, and seek constantly how to improve overall school culture, with an emphasis on academic achievement, structure and discipline, and mission.
- Manage Grade Level implementation of grade level and school-wide culture plans.
- Create an assembly scope and sequence and support in leading student assemblies.
- With support from the principal, Camp Director, and office manager support Camp Thunderhead logistics and parent communication.

Family and Community Outreach Responsibilities:

- Assist teachers to develop strong partnerships with parents by enhancing communications and develop strategic plans to monitor family engagement, acting proactively
- Lead and support parent workshops
- Be available for open houses, parent-teacher conferences, summer orientation sessions and other events involving parents.
- Support Principal with recruitment efforts.

- Perform home visits, as needed.

Education and Experience:

- Bachelor's degree in education or related field.
 - Master's degree preferred.
- At least three years' of experience teaching in a classroom.
- DPI Principal or Dean of Students license required

How to Apply:

Send resume and cover letter to Vanessa Solis, Principal, at solisv@njms.org