



NATIVITY JESUIT
ACADEMY

Updated April 2021

Open Position: Principal

Position Type: Full Time, 12 months

Start Date: July 1, 2021

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a K4-8 coed 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, Nativity Jesuit 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), Nativity Jesuit transforms students to become men and women for and with others.

People are happy at Nativity Jesuit. They know they are loved. They know they are a part of a school community completely dedicated to serving each individual student’s needs. They know that Nativity Jesuit is committed to its unique learning model and grounded in the Catholic, Jesuit tradition: faith, learning, service, leadership. Nativity’s goal is to replace the cycle of poverty in the Latino community with a cycle of hope and opportunity, by educating youth for a life of Christian leadership and service in the Catholic, Jesuit tradition. Nativity Jesuit remains committed to these essential elements:

- Strong partnership with families
- Challenging academic environment and extended school day
- Rigorous four-week, residential, academic summer program at the school’s Northwoods campus in Oma, Wisconsin. This is our third semester that helps to eliminate the “summer slide” in learning that is common for urban students
- Comprehensive Graduate Support Program that offers extended academic and financial support through high school graduation and beyond

Position Summary:

The Principal is hired by, and responsible to, the President of Nativity Jesuit Academy and serves as the overall educational spiritual and strategic leader of the entire school community. The Principal will have overall responsibility for the management of Nativity Jesuit Academy and for providing leadership to its educational mission and in collaboration with the Jesuit USA Midwest Province and the Jesuit Schools Network. The Principal is responsible to provide the vision for the long-term development and recruitment of new families to the schools. With support from the President and other school leaders and staff, the Principal will work to strengthen the school’s academic reputation, fiscal viability, and enrollment.

Essential Responsibilities:

- The Principal will articulate and implement the mission and religious vision of Nativity Jesuit Academy.
- Responsible for inspiring and creating an environment which ignites the passions of faculty, staff and students unifying them in meaningful achievement.
- Implement the Roman Catholic Identity and Jesuit Charism of education and monitor the expression of Catholic Identity, including selection of personnel in consultation with the President.
- Act as the-co-liaison with the President to the Diocese of Milwaukee.
- Demonstrate and model an enthusiastic appreciation for the history of Jesuit education and Ignatian Spirituality, especially as it relates to Nativity Jesuit Academy and its mission.
- Articulate the mission of Nativity Jesuit Academy to alumni, parents, students, faculty, staff and the wider community.
- Monitor the expression of Catholic identity in all facets of school life in consultation with the President.
- Monitor the selection of personnel so that the values of those employed reflect the mission of the school.

Job Summary:

Fulfills the mission of the local Catholic school by development and administration of the faculty, staff, students, and school operations, according to the National Standards and Benchmarks for Effective Catholic Schools, in the areas of Mission and Catholic Identity; Governance and Leadership; Academic Excellence; and Operational Vitality-

Knowledge, Skills, & Abilities:

K: Knowledge

1. Master's degree in Education Administration required, preferably in Education Leadership or related field.
2. Valid teaching license (Current State of WI teacher license preferred).
3. Three years' teaching experience required.
4. Supervisory experience preferred.
5. Working knowledge of office software.
6. A valid driver's license for the State of Wisconsin.
7. Status as an active Catholic able to participate in the sacramental life of the Church.
8. Bilingual Spanish/English

S: Skills

1. Professional disposition and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Strong presentation skills.

A: Abilities

1. Ability to multitask and prioritize.
2. Ability to make decisions, be attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.
4. Ability to set an example for ethical and professional behavior.

Duties and Responsibilities:

- Reports to the President
- Supervises all academic personnel either directly or indirectly
- Direct Supervisor of:
 - Office Manager
 - Social Worker
 - Technology Coordinator
 - Assistant Principals
 - Teachers
 - Camp Thunderhead Direct with President
 - Graduate Support Coordinator with Director of Advancement
- In consultation with the President directs all teacher recruitment, hiring, and termination aligned with the mission.

Mission and Catholic Identity

- Works with the leadership team to ensure the school and the employees are guided and driven by a clearly communicated mission statement, Catholic identity rooted in Gospel values, and the sacramental life of the Church and the liturgical seasons, and are committed to faith formation, academic excellence, and service.
- Ensures the school is providing a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
 1. Ensures faculty who teach religion meet the religious certification requirements of the Archdiocese of Milwaukee.
 2. Ensures the school's religion classes and religious education curriculum meet the requirements of the Archdiocese of Milwaukee.
 3. Ensures Catholic faith and culture 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 Catholic identity, attitudes, and behaviors.

Academic Excellence

- Articulates and sets the overall academic vision of the school based on current student needs (including summer school in Milwaukee and Mercer)
- Ensures the school uses school-wide assessment practices to document student learning and program effectiveness, to improve student performance, make, and to inform the continuous review of the curriculum and the improvement of instructional practices.
- Ensures the school provides programs and services aligned with its mission to enrich the academic program and support the development of student and family life.
- Creates a sense of urgency among the school faculty/staff to reach its academic and culture goals.
- Provides instructional leadership by coaching and developing teachers through observation, walk-throughs, modeling, analyzing data, and co-teaching.
- Regularly tracks and analyzes student achievement data and uses data to make final decisions on instruction, curriculum, assessments, and to inform strategic goals.
- Oversees all professional development and guides assistant principals with set academic and culture goals.
- Conduct regular faculty meetings and other formal meetings as needed.
- Completes formal teacher performance evaluations.

- Maintains accreditation standards in compliance with the accreditation cycle.

Culture Leadership

- Maintains school climate and behavior expectations, routines and consequences reflective of our vision, mission, and core Jesuit values.
- Ensures the school provides programs and services aligned with its mission to enrich the academic program and support the development of student and family life.
- Creates a sense of urgency among the school to reach the school's culture goals that always focus on student learning (including summer school in Milwaukee and Mercer)
- Efficiently resolves any disruptions to the learning environment, using data to analyze patterns and create preventative interventions.
- Create an environment and school-wide practices that make families feel welcome and respected, regularly respond to parent concerns, and enlist parents to actively support their child's growth.
- In conjunction with assistant principals communicates to all parents re: ongoing learning and behavioral expectations and specific ways they can support their child's growth.
- Develops and enforces systems of accountability for all faculty and staff.
- Is responsible for the development and implementation of policies and procedures in connection with all facets of the school program. Upholds student policies, Nativity Jesuit Academy HR policies, and Archdiocese of Milwaukee policies into each class and curriculum.
- Identifies and supports internal leadership development.
- In consultation with President makes decisions on serious student disciplinary issues (ex: expulsion).

Operational/Organizational/Strategic Leadership

- Works effectively with the President, within the context of mutual respect and recognition of legitimate authority, to exercise responsible decision-making for the development and oversight of the school's fidelity to mission, academic excellence, and operational and strategic vitality.
- Works with the President to implement the school's mission and vision in dynamic and evolving ways in all aspects of school life.
- Maintains transparency in how and why decisions are made and involves all stakeholders in the decision-making process whenever possible.
- In collaboration with President supports student recruitment and enrollment.
- Communicate regularly with all key teams (President, Leadership Team, Grade Level Leads/Department Leads, Graduate Support, Office staff, Social Worker, etc.)
- Strategic Planning. Identifies annually and reviews consistently throughout the year while making adjustments in a timely manner to support academic and culture goals.
- Creates a school schedule and calendar that maximizes support for teaching and learning.
- Works with appropriate personnel to develop and maintain a budget for graduate support, Camp Thunderhead, and technology plans designed to continuously support the implementation of the educational mission of the school.
- Plans and submits annual academic budget needs to Finance Director.
- Oversees Graduate Support development and communication with families.
- In collaboration with President, works closely with Camp Thunderhead Director on camp programming, new developments, and communication.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

How to Apply:

Send resume, cover letter, three references to:

Vanessa Solis, Incoming President

solisv@nativityjesuit.org

In the cover letter, address the following:

- What factors do you think most contribute to student success?
- Address relevant experience.

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