



**NATIVITY JESUIT**  
ACADEMY

**Updated December 2023**

**Open Position:** Principal

**Position Type:** Full Time, 12 months

**Start Date:** July 1, 2024

**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 the academic programming and student experience. 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 (preferred)

#### **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
- 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.

### **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.
- Maintains accreditation standards in compliance with the accreditation cycle.

### **Student Experience**

- 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.

### **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.

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, and three references to:

Vanessa Solis, President

[solisv@nativityjesuit.org](mailto:solisv@nativityjesuit.org)

In the cover letter, address the following:

- What do you see as the role of an effective principal being?

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