



CRISTO REY

FORT WORTH HIGH SCHOOL

at Our Mother of Mercy

Job Description: Principal

Cristo Rey Fort Worth High School is opening in June 2018. We are looking for a principal to assume responsibilities on July 1, 2017 to begin a year of strategic planning.

Our Mission

Cristo Rey Fort Worth High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life. Cristo Rey Fort Worth High School will soon be a part of the largest network of high schools in the country that exclusively serve low-income youth.

The Position

As the instructional leader of the school, the Principal provides mission leadership for faculty and students, supports high quality classroom instruction and assures the orderly functioning of the school. The Principal is responsible for teaching and learning through providing ongoing instructional feedback and engaging faculty in the development and implementation of a rigorous, college preparatory curriculum and the cultivation of a school-wide Catholic faith identity. The Principal is responsible for creating and sustaining a culture of continuous improvement that provides students with multiple opportunities to develop and demonstrate proficiency. The Principal is a member of the school's leadership team, actively collaborating with the Corporate Work Study Program Director, Development Director, Business Manager and Director of Admissions. The Principal reports to the school President.

The Principal's primary responsibilities include:

The recruitment, selection, and retention of faculty, assistant principals, other instructional and extracurricular staff who are best fitted to the mission of the school;

Conducting regular classroom observations to maintain a visible and active leadership role throughout the building, as well as to provide teachers and classroom staff with valuable feedback to further develop their professional skills;

Using a research-based framework to routinely coach and supervise teachers, completing a summative evaluation for every teacher every year;

Leading the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels;

Leading teachers in interpreting and using student achievement data to inform instruction
Developing and executing an effective faculty professional development program, ensuring classroom impact;

Developing a school culture that is accepting of all students, valuing the gifts each brings to the school;

Supervising, developing, and evaluating non-instructional personnel, including Assistant Principal, Dean of Students, guidance personnel, college counselor, Campus Minister, Athletic Director, extracurricular personnel, volunteers and clerical staff;

Developing, coordinating and supervising teacher leaders (discipline team leaders, grade level team leaders, etc.);

Developing a calendar and schedule that organizes time reflecting a prioritization of observation of student learning and instruction;

Overseeing the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition;

Collaborating with the Director of Admissions, Director of Work Study, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget;

Identifying program needs on an ongoing basis and constructs and oversees the academic budget to achieve identified needs;

In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students;

Overseeing and coordinating, with the Director of the Corporate Work Study Program, the scheduling, student work assignments, discipline and overall progress of the students and the scheduling of the school calendar and programs;

Reporting at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Directors;

Reporting weekly to the school President regarding goals, progress, and identified metrics;

Supervising all extra-curricular activities;

Developing, implementing, and supervising a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support;

Coordinating standardized testing (ACT, SAT, AP, etc.);

Overseeing summer academic enrichment and/or remediation programs;

Overseeing the development and maintenance of school accreditation with the identified national/state accrediting agency (AdvancED);

Collaborating actively with the Cristo Rey Network national office, the diocese and colleague principals;

In collaboration with the Director of Finance and Operations, coordinating the use of the school facilities;

Assuming of other duties as assigned by the school President.

Qualifications and Experience:

At least three years of experience supervising and evaluating faculty and staff; experience working in a Catholic school setting is preferred (administration and/or teaching);

A practicing Catholic individual is preferred but not a requirement;

Commitment and capacity to serve and connect on a personal level with low-income, urban, minority students whereby cultivating a culture of persistence among adults and students;

Demonstrated commitment to Catholic, faith-based education;

Demonstrated ability to inspire, lead and work collegially with faculty and staff by serving as an instructional leader who creates a culture of continuous improvement through ongoing instructional feedback to teachers;

Demonstrated ability to create a student-centered learning environment;

Strong background in developing and implementing a rigorous, standards-based, college-ready curriculum with an ability to analyze and utilize data to increase student achievement;

Exemplary interpersonal skills with faculty, staff, parents, students and community member including excellent written and oral communication skills.

- Master's degree
- Principal's licensure
- High School teaching experience preferred
- Fluency in Spanish preferred

Application

All interested and qualified applicants with a passion for Cristo Rey Fort Worth High School's mission are invited to apply by visiting www.jgconsulting.us and following the necessary prompts within the "Current Searches" page.

A complete application will include:

1. Resume
2. Cover Letter (no more the 3 pages):

Describe your philosophy of education and how you would put it into practice at Cristo Rey Fort Worth High School.

Describe your leadership style. What past experiences in educational leadership best align with what you perceive to be the challenges of leading of school like Cristo Rey Fort Worth High School?

Cristo Rey Fort Worth High School has a strong community of adults committed to the mission. What qualities and dispositions do you look for when hiring teachers and staff? How would you support, evaluate, and train teachers?

How would you ensure the Catholic identity of our school? Define effective Catholic leadership.

As Principal, you are the lead learner of the school community. Give an example of how you engage in reflection and ongoing learning as a school leader.

What attracts you to the Cristo Rey mission? Why do you believe that you are a match for this unique opportunity to lead Cristo Rey Fort Worth High School?

References (3): Please list three professional references with their email address and telephone numbers.

Please complete submit your application online by visiting www.jgconsulting.us → "Current Searches"

Deadline for applications is **Wednesday, May 31, 2017**.