POSITION: Interim Assistant Principal
REPORTS TO: Principal
TERMS OF EMPLOYMENT: 12 Months
RESPONSIBILITIES: To oversee all aspects of the position as outlined in the responsibilities

ABOUT CRISTO REY BOSTON HIGH SCHOOL

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in 26 states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults’ professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other’s work, to ask questions, and to lend support.

OUR MISSION AND VISION

Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth and generosity.

General Position Description:

The Assistant Principal reports directly to the Principal and collaborates with the Principal in directing the daily operation of the school and in all interactions with enrolled students and their parents/guardians. Additionally, the Assistant Principal meets regularly with other administrators and assists in the development of Cristo Rey Boston policies and procedures. The Assistant Principal provides leadership for faculty, staff, parents and students and ensures the orderly and safe operation of the school. S/he supports the Principal and articulates the formation of the school’s rich culture, unique mission, safe and orderly environment for learning.

In the absence of the Principal, the Assistant Principal serves as a member of the school’s Leadership Team, actively collaborating with the President, Corporate Work Study Director, Development Director, Business Manager, Admissions Director and other administrators.
PRIMARY RESPONSIBILITIES

Leadership Responsibilities

- Works closely with the principal and faculty to develop Cristo Rey’s college-prep academic culture.
- Works with the administrative team of the school, actively collaborating with the Principal, Director of the Corporate Work Study Program, and other administrators to ensure that the school operates as a high-functioning organization.
- Collaborates with the Principal and Instructional Leadership Team to develop a program of professional development.
- Work closely and effectively with parents and families in support of students struggling to meet expectations.
- Coordinates coverage of classes when teachers are absent.
- Acts as the chief administrative officer of the school, in the absence of the Principal.
- Supports the school’s accreditation process as directed by the Principal.
- Assists with new teacher training/coaching and evaluation.
- Serves as the site administrator of the school’s RenWeb system.

Management Responsibilities

- **Curriculum**
  - Helps chairs to conduct annual reviews of curriculum and departmental goals and objectives, and seeks appropriate resources to assist in curriculum and instructional development.
  - Oversees additions/revisions to the Course of Studies Booklet and Course Selection Sheets on an annual basis.
  - Works with the Principal to plan agenda for faculty meetings.
  - Supports and assists the Principal in the implementation of the CRN practices and policies.
  - Oversees the collection of substitute lesson plans, course syllabi, midterm/final exams.

- **Scheduling**
  - Works with the Principal to manage the forecasting process each spring and create the Master Schedule.
  - Oversees midterm/final examinations, including developing the examination schedule.

- **Faculty/Staff**
  - Works in partnership with the Principal to monitor and support teachers’ use of the CRN Curriculum Framework, RenWeb, and school-wide routines & procedures.
  - Works with the Principal to supervise and inform instructional practices using the CRN observation framework, including classroom observations and feedback sessions, using and recommend instructional accommodations to support academically struggling students.
  - Collaborates with the Principal to expand professional knowledge and skill in effective instruction and in coaching teachers towards increased student achievement results.
  - Supports the Principal in the recruitment, selection, and evaluation of faculty, all of whom will nurture and develop the Catholic mission of the school.
  - Serves on committees and other groups charged to enhance safety and emergency preparedness.
  - Consults with Principal on staffing needs and participate in the interview process for prospective.
faculty and counseling candidates
  o Assists the Principal in teacher hiring
  o Works with the principal to develop schedule for the observation and evaluation of teachers.
  o Works with the Director of Admissions in interviewing prospective students

• Students/Parents/Guardians
  o Directs the development, implementation, distribution and orientation of the student handbooks to ensure that the students are aware of the policies and procedures of the high school and district
  o Helps coordinate and supervise daily activities, career counseling initiatives, student activities, and athletic programs
  o Meets with parents/guardians of students who are on academic probation to create and monitor individualized student progress plans and contracts to promote achievement

• Other
  o Assists in all matters related to graduation
  o Helps to supervise the arrival and departure of students in order to minimize confusion and to ensure student safety

Student Responsibilities

• Monitors student academic progress, working with teachers and counselors to identify those students who need support services, including those on academic probation and the academic eligibility of students involved in athletics and extracurricular activities
• Assists the Principal and Dean of Students in the resolution of discipline problems and maintain records of any action taken to ensure that the discipline policy is administered in a fair and just manner and that an optimum learning environment is maintained
• Acts as a team member, along with the faculty, in the enforcement and implementation of the rules and other regulations of the student code of conduct to effect positive student behavior in the school
• Works in partnership with the Director of the Corporate Work Study Program in issues related to student conduct, overall progress of the students, student developmental progress and the dismissal of students for disciplinary or academic reasons
• Coordinates and facilitates intervention process for struggling students
• Responds to student/parental/community needs by mobilizing resources to enhance academic support for students
• Oversees the generation and distribution of Progress Reports and Report Cards
• Produces Honor Roll and Failure Lists
• Participates in the coordination, implementation and supervision of the extracurricular programs and student activities of the school

School & College Counseling Programs

• Works in conjunction with counseling staff, monitors and reviews student transcripts to determine eligibility for promotion and/or graduation, and ensures accurate course scheduling to keep students on track for graduation
• Works with counseling staff to ensure appropriate social-emotional supports are provided for all students
• Meets with the College Counselors and Director of Corporate Work Study Program on the school’s Student Success Team and Pulse Team
• Works with counselors to administer and report results of standardized tests
• Conferences with students and parents/guardians as requested by the Principal

Mission Integration

• Is knowledgeable about the Mission, Vision and Values of Cristo Rey Boston High School, the Hallmarks of a Cristo Rey Boston Learning Community, and the Cristo Rey Network
• Actively promotes Mission, Vision and Values of Cristo Rey Boston and the Cristo Rey Network

*Perform other tasks as directed by the High School Principal

MINIMUM QUALIFICATIONS

Assistant Principal must possess:

• **Education**: Master’s Degree
• **Certificates & Licenses**: Valid Massachusetts Department of Education license required, experience in an administrative position preferred
• **Experience**: Minimum of 8 years of teaching experience

IDEAL CANDIDATE WILL DEMONSTRATE

• Great communication skills in both English and Spanish (preferred)
• Great organizational skills
• Commitment to follow through and meeting deadlines
• Ability to problem solve, plan ahead and be strategic about the work
• Ability to adapt to changing responsibilities
• Positive attitude and good sense of humor
• Ability to engage with other educators as an educational leader
• Ability to engages in skillful conversations that promote learning with faculty, families and students

Cristo Rey Boston does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.