Assistant Principal for Formation

Administration, full time, exempt

Principal

September 2015

Primary Purpose/Job Summary: Responsible for the formation of students and adults consistent with the mission, ideals, philosophy and theology outlined by the school administration. This includes direct support and supervision of the Campus Ministry Team, the Office of Community Service and Social Justice, the Office of Equity and Inclusion, and the Magis Program. Moreover, it entails support for professional development of our faculty that fosters an understanding of Ignatian pedagogy and Jesuit spirituality.

Essential Functions/Role and Responsibilities: The following tasks are typical for this position. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed.

- Supervise the Campus Ministry Team, Office of Community Service and Social Justice, Office of Equity and Inclusion, Magis Middle School and High School Programs.
- Oversee the budget process for the following areas: Campus Ministry, Community Service and Social Justice, Office of Equity and Inclusion, Magis Middle School and High School Programs.
- Collaborate with the Religious Studies Department, Adult Spirituality Office, and the Jesuit Community on events such as sacramental ministry, liturgical preparations and spiritual exercises.
- In conjunction with respective Administrators, serve as a point person in the recruitment and hiring of faculty staff, particularly with an eye on mission.
- Facilitate the ongoing induction and formation of faculty and staff in years two through five.
- Represent and participate in the religious and spiritual dimension of the school’s admission process.
- Represent administration at the Arrupe Solidarity Council, the clearinghouse for all social justice and fundraising activities on campus.
- Ensure representation of St. Ignatius College Prep at diocesan meetings and school events related to spiritual formation, community service, and equity and inclusion.
- Serve as a member of the Small Staff committee (Principal & Asst. Principals).
- Chair the Ignatian Mission and Identity Board, which discerns how well the school lives out its mission.
- Support and provide pastoral presence for Affinity Clubs including the BSU, ASC, ALAS, and LGBTQ Safe Place.
- Engage in the co-curricular aspects of the school.
Knowledge/Skills/Abilities:

- Ability to inspire and motivate others
- Knowledge of Catholic/Jesuit education and school philosophy
- Clear and concise verbal and written communication skills
- Appreciation and sensitivity to the feelings of others
- Supervisory and evaluation skills
- Ability to effectively build relationships with co-workers and to get along well with a variety of personalities and individuals
- Time management and organizational skills
- Ability to grasp and understand business concepts and issues including preparation and analysis of budgets
- PC skills in Microsoft Outlook, Word, Excel and school management systems

Minimum Qualifications/Education Requirements:

- Master's Degree in Catholic Theology preferred
- Five years high school level teaching experience preferred
- Thorough background in Ignatian spirituality and knowledge of Jesuit education and pedagogy
- Combination of education, experience and training that provides the required knowledge, skills and abilities listed above
- Possession of valid California Driver's license (Class C)