The USA Northeast Province of the Society of Jesus affirms the value of the apostolate of secondary and pre-secondary education as a foundational ministry of the Jesuit charism. Our Jesuit schools receive their primary cura apostolica and cura personalis from the Province office of secondary and pre-secondary education. The PASE office is responsible for assessing the Jesuit identity and mission of each school and for providing support and resources for schools to achieve and continue that identity and mission. The Associate PASE assists the Provincial Assistant for Secondary and Pre-Secondary Education (PASE) by providing programming and resources for the schools of the Province in support of the mission of Jesuit education. Together they work with faculties, administrations, and boards in understanding the Jesuit and Catholic mission and identity of the schools, with their own formation, and in establishing and maintaining Jesuit identity programs. They are also responsible for collaborating with the Jesuit Schools Network and other Provinces to develop and coordinate programs in support of the schools’ shared Jesuit mission. The PASE offices of the Northeast and Maryland Provinces presently collaborate on regional programming in anticipation of the formation of the USA East Province by 2020.

The Associate PASE position is a full-time position to begin on August 1, 2016.

The Associate PASE reports to the Provincial Assistant for Secondary and Pre-Secondary Education.

Primary Responsibilities for Associate PASE:

- Maintain regular contact with sponsored schools through official visitations, followed by a written report for the Provincial, president, principal, and board chair;
- Assist the PASE in organizing and directing the Sponsorship Review Process for schools on a five-year cycle;
- Assist the PASE in organizing regional meetings, conferences, and retreat experiences for various school cohort groups (e.g., trustees, principals, new teachers, campus ministers, etc.) as need and interest may dictate;
- Assist the PASE in convening annual leadership team meetings of the Provincial with school presidents, board chairs, principals, mission and identity directors, and rectors/superiors;
- Serve as a resource person for the Provincial’s representative on school boards to keep the Provincial informed and advise him regarding current needs of the schools and issues they are facing;
- Assist the PASE in serving as a consultant to boards of trustees and administrators regarding the assignment of Jesuit personnel, succession planning and search committees, the appointment of Jesuit trustees, and the impact of by-laws on relations between the Society of Jesus and its sponsored institutions.
- To cooperate in planning for the future USA East Province (Northeast and Maryland) and to collaborate with the Jesuit Schools Network Assistancy office during an ongoing time of transition;
- Attend Assistancy PASE meetings, as well as represent the Province to the diocesan school offices and other educational agencies (e.g., NativityMiguel Coalition, Cristo Rey Network);
- Work with the Director of Vocations to encourage school leadership in the development of vocation discernment programs.

The USA Northeast Province (UNE) sponsors 10 high schools, 4 Nativity middle schools, 1 elementary school, and 3 international schools in Jamaica and Micronesia. In addition, UNE endorses Cristo Rey New York High School and NativityMiguel School of Buffalo; while the Province maintains no governance oversight, the PASE office serves in an occasional support role for endorsed schools.

**Sponsored Schools:**
- Boston College High School (Boston, MA)
- Brooklyn Jesuit Prep (Brooklyn, NY)
- Canisius High School (Buffalo, NY)
- Cheverus High School (Portland, ME)
- Fairfield College Preparatory School (Fairfield, CT)
- Fordham Preparatory School (Bronx, NY)
- Loyola School (New York, NY)
- McQuaid Jesuit (Rochester, NY)
- Nativity Preparatory School (Boston, MA)
- Nativity School of Worcester (Worcester, MA)
- Regis High School (New York, NY)

**Endorsed Schools:**
- Saint Peter’s Preparatory School (Jersey City, NJ)
- St. Aloysius School (New York, NY)
- St. George’s College (Kingston, Jamaica)
- St. Ignatius School (Bronx, NY)
- Xavier High School (Chuuk, Micronesia)
- Xavier High School (New York, NY)
- Yap Catholic High School (Yap, Micronesia)

**Saint Peter’s Preparatory School (Jersey City, NJ)**

**St. Aloysius School (New York, NY)**

**St. George’s College (Kingston, Jamaica)**

**St. Ignatius School (Bronx, NY)**

**Xavier High School (Chuuk, Micronesia)**

**Xavier High School (New York, NY)**

**Yap Catholic High School (Yap, Micronesia)**

**Cristo Rey New York High School (New York, NY)**

**NativityMiguel School of Buffalo (Buffalo, NY)**