



## **JESUIT HIGH SCHOOL VICE PRINCIPAL OF ACADEMICS**

*Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students, toward our goal of preparing "men and women for others."*

### **GENERAL DESCRIPTION:**

Jesuit High School seeks a qualified candidate to become one of two Vice Principals of Academics beginning July 1, 2023. The two Vice Principals work closely with the Principal to oversee the academic administration of the school. Each year the two Vice Principals divide supervision of academic departments and programs.

The Vice Principals of Academics work closely with Teachers, Counselors, Department Chairs, Director of Diversity, Equity, and Inclusion, Director of the CLARC, IT Director, Admissions Director, Registrar, Edison High School, Vice Principal for Professional Development and Formation, Vice Principal of Student Life, and the Principal in the administration of the programs under their supervision. In addition, the Vice Principals of Academics serve as members of the Executive Team and Jesuit Leadership team.

### **PREFERRED QUALIFICATIONS**

- Experience working in a Catholic preparatory school as an administrator, teacher, program director, or counselor.
- Understanding of Ignatian pedagogy and spirituality
- Experience in curriculum/program development and review
- Experience building support plans for students
- Experience supporting, supervising and evaluating professionals in a school setting
- Ability to manage multiple projects in a time sensitive environment
- Experience supporting a diverse population of high school students, including those with learning differences, in a college-prep environment
- Excellent written and verbal communication skills
- Collaborative, flexible, and organized

## MINIMUM QUALIFICATIONS:

- Masters degree in education, counseling, or related field
- Possession of or ability to obtain an Oregon administrator license
- Passion for and experience working with teachers, students and families
- Willingness to listen to and learn from feedback from a wide range of constituencies
- Proficiency with productivity and educational technologies
- Satisfactory clearance of a background check and eligibility to legally work in the United States (sponsorship of a work visa or work visa extension not available)

## GENERAL INFORMATION

- This is a full-time, 12-month administrative staff position with full benefits. Work hours may vary and will include evenings and weekends. Salary range is \$100K-\$125K based on experience.
- Benefits package includes medical, dental, vision, and retirement.
- This position will begin work on/about July 1, 2023 (Availability for administrative retreat June 14-16, 2023).
- New staff will be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences during the summer of 2023.

**Below is a range of typical roles and responsibilities shared by the Vice Principals of Academics. The 23-24 roles and responsibilities will be determined once the vacancy is filled.**

	VP of Academics	VP of Academics
Reports to:	Principal	Principal
Responsibilities	<ul style="list-style-type: none"><li>• Student Activities</li><li>• Athletics</li><li>• Spanish Language Support</li><li>• School Calendar</li><li>• Faculty Evaluation &amp; Supervision</li><li>• Student Health Program</li><li>• Graduation</li></ul>	<ul style="list-style-type: none"><li>• Counseling</li><li>• Learning Support Program</li><li>• CLARC</li><li>• Admissions</li><li>• Faculty Evaluation &amp; Supervision</li><li>• Forecasting</li><li>• Master Schedule</li><li>• Semester Assessments</li></ul>
Supervise	<ul style="list-style-type: none"><li>• Science</li><li>• World Languages</li><li>• English</li><li>• History</li><li>• Activities Director</li><li>• Athletic Director</li><li>• Nurse</li><li>• Spanish Language Support Team</li></ul>	<ul style="list-style-type: none"><li>• Admissions Director</li><li>• Math</li><li>• Theology</li><li>• Health/PE</li><li>• Fine Arts</li><li>• Director of Counseling</li><li>• Director of CLARC</li><li>• Registrar</li></ul>

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