



Position Description

VICE PRINCIPAL OF STUDENT LIFE

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located in beautiful Portland, Oregon, Jesuit is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit'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 to further our goal of preparing "women and men for others."

GENERAL DESCRIPTION:

Jesuit High School seeks a student-centered, collaborative, and solution-oriented candidate to become the Vice Principal of Student Life beginning July 1, 2022. The Vice Principal of Student Life will have a lead role in ensuring Jesuit's rules and policies create a respectful and orderly environment conducive to learning and to appropriate student and faculty interaction.

The Vice Principal of Student Life collaborates with the Principal and the administration in caring for the overall academic, cultural, and professional life of the school and works closely with the Vice Principal for Professional Development and Innovation and Vice Principals for Academics, Department Chairs, Director of Security, Nurse, and Attendance Assistant to support all students.

The Vice Principal of Student Life serves as a member of the school's Academic Administrative Team and the Jesuit Leadership Team and is a permanent member of the Student Performance Review Team. The Vice Principal of Student Life reports directly to the Principal.

Specific Duties of the Vice Principal of Student Life:

- Supervises the Attendance Assistant, Director of Security, Nurses, Facilities Coordinator, Dieringer Office Assistant, and Summer Session Director.
- Supervises student behavior on school grounds during the day.
- Assists teachers and students when problems arise regarding classroom behavior and discipline.

- Ensures appropriate student conduct at school activities (e.g., athletic events, fine arts performances, dances, etc.)
- Maintains and supervises the detention program.
- Assists other schools when Jesuit High School students are involved in disciplinary situations off-campus.
- Assigns and supervises staff proctoring during break, lunch, silent/study Mass periods, and designated athletic contests.
- Secures adult proctors at identified athletic events.
- Conducts investigations into violations of the rules and regulations.
- Shares planning and coordination duties for awards assemblies, Baccalaureate Mass, and Commencement with other administrators and directors.
- Meets regularly with Facilities Coordinator and ensures effective management of school facilities calendar.
- Serves as a member of the School Safety Committee which regularly inspects the school and presents safety reports and improvement recommendations to the Principal.
- Monitors records regarding student attendance and discipline.
- Actively participates in regularly scheduled Students of Concern (SOC) meetings.

A Desirable Candidate:

- Understands and supports the goals of Ignatian pedagogy and Catholic, Jesuit secondary education.
- Understands, upholds and supports the mission, vision, and culture of the school, including the school's commitment to diversity, equity, and inclusion.
- Has a high level of interpersonal skills with the ability to handle sensitive and confidential situations.
- Is able to work in a fast-paced environment with demonstrated ability to juggle multiple tasks/demands and to discern among competing priorities.
- Models appropriate professional boundaries with students, colleagues, parents, and community partners.
- Is comfortable speaking in front of large audiences.
- Thrives in a collaborative, dynamic, and faithful learning community.
- Wholeheartedly enjoys working with teens.

Qualifications and Experience:

- Master's degree desired.
- Three to five years of experience working in secondary education.
- Possession of (or ability to obtain) an Oregon School Administrator License.
- Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Drive, Adobe, Zoom, etc.

This is a full-time, 12-month administrative staff position with full benefits. Work hours may vary and will include some evenings and weekends. Salary is commensurate with experience.