

ICA CRISTO REY PRINCIPAL

MISSION STATEMENT

ICA Cristo Rey Academy is a Dominican Catholic college preparatory that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience and the support of our spiritual community, we prepare students for a life of faith, purpose and service.

ORGANIZATION

ICA Cristo Rey is a member of the national Cristo Rey Network, an association of 32 Catholic Schools serving more than 10,000 students in 21 states. The mission of Cristo Rey schools is to prepare low-income students to enter and graduate college through a rigorous curriculum and a unique work-study program in which all students work at entry-level jobs in local businesses.

OUR STUDENTS

ICA Cristo Rey serves 380 students of which 97% are students of color (largest representations: Latina, Asian, multi-ethnic, African American). Tuition is \$2,900 per year and over 65% of students receive additional financial aid. Over 85% of students will be the first in their families to attend college.

CORPORATE WORK STUDY PROGRAM

All Cristo Rey Network students participate in a Corporate Work-Study Program through which they finance part of the cost of their education, gain real world job experience, grow in self-confidence, and realize the relevance of their education. Some of the nation's largest corporations, such as Hewlett Packard, Gap, Inc., and Salesforce are network corporate partners. Assigned to a 4-member job sharing team, each student works 5 days per month to cover a standard 40-hour workweek. Students are not on the payroll of the employing organization; rather, they are employees of the school's separately incorporated Work Study Program. The sponsoring organization pays for students' work directly to that Program so that students are earning a part of the cost of their own education. The academic schedule is structured so that a student never misses class time.

SCHOOL CULTURE

The school culture of ICA Cristo Rey has its foundation in the Dominican Pillars of Study, Prayer, Community and Service. Each student is valued, respected and cared for by a faculty and staff truly grounded in mission. Students are held to high expectations, encouraged to take learning risks within a culture of trust and support, and celebrated as they realize their potential. Students speak of ICA Cristo Rey as "family."

THE POSITION

The Principal reports to the President of the school and serves on the school's Leadership Team. The Principal is the chief academic officer and instructional leader of the school, overseeing the work of the entire teaching faculty as well as the counseling staff, front office support staff, and the Dominican Volunteers. The Principal, supported by an Assistant Principal for Curriculum and the Dean of Students, assures the orderly running of the school and directs the day-to-day operations of the school's academic, religious, and extracurricular

life. The Principal actively collaborates with the Directors of Corporate Work Study and Admissions and works closely with the Chief Financial Officer.

SPECIFIC RESPONSIBILITIES

The Principal's primary responsibilities are to:

- Recruit, select and retain faculty, administrators, instructional and extracurricular staff who are best fitted to the mission of the school
- Develop and maintain a school culture that is accepting of all students
- Oversee the formation efforts of the Dean of Students and the faculty/staff
- Conduct regular classroom observations to maintain a visible and active leadership role throughout the building as well as to provide coaching feedback to teachers
- Use a research based framework to coach teachers and staff, completing a yearly evaluation for each
- Ensure the implementation of a rigorous, college-ready curriculum
- Cultivate a solution-based culture that addresses student struggle as a predictable challenge to be proactively, creatively and collaboratively met
- Collaborate with an Academic Leadership Team to focus program improvement efforts and increase leadership capacity of Department Chairs
- Develop and execute an effective program of faculty professional development
- Oversee the process of academic reporting and recording
- Act as moderator of the Parent Guild Board and actively seek ways to involve parents in the ICA Cristo Rey community
- Communicate school news regularly to parents and other constituents
- Participate in the admissions process
- Coordinate the use of space and school facilities
- Oversee summer credit recovery
- Collaborate actively with other Cristo Rey principals and the national office
- Report regularly to the President, Leadership Team and the Board of Directors
- Assume other duties as assigned by the school President

THE PERSON

QUALIFICATIONS AND EXPERIENCE

Candidates should have the following qualifications and experience:

- Appropriate education including Master's Degree
- Proven commitment and capacity to serve and connect with students and families in the ICA Cristo Rey demographic
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Experience in supervising, coaching and evaluating teaching faculty and support staff
- Demonstrated ability to analyze and utilize data to effect school improvement
- Experience managing resources
- Impeccable written and verbal communication skills
- Fluency in Spanish is an advantage
- Practicing Catholic

LEADERSHIP AND MANAGEMENT COMPETENCIES

The Principal of ICA Cristo Rey must be committed to Catholic education in an urban setting and must recognize all that being the school's instructional leader entails. Managing relationships is key: the Principal must lead faculty and support staff in a culture of continuous improvement, must inspire students to take charge of their own learning and meet the school's high expectations for them, and must engage parents in a community of mutual trust and respect. The Principal should lead faculty and staff in keeping current with professional reading and act as a resource for best practices. The focus of this job is to guide student achievement that prepares our young women for college graduation, and also to guide student personal and spiritual growth: we want students to be women of study, community, prayer and service. A successful Principal should have a leadership style that is open and goal oriented, motivating and engaging, and enthusiastic about possibility. High school leadership is demanding and the work is fast-paced. The ability to be cheerfully flexible and collegial is critical. Poise and patience is essential. A successful Principal will recognize the importance of teamwork and will be an effective delegator.

PERSONAL CHARACTERISTICS

The Principal must be passionate about Catholic education, the mission of ICA Cristo Rey and the mission of the Cristo Rey Network. The Principal must uphold the teachings and values of the Catholic Church and serve as a model for students, families and faculty and staff. The Principal sets high standards and should set an example as a lifelong learner. The Principal should recognize that she or he is accountable for student achievement.

TO APPLY

Priority will be given to applications received by November 30, 2017. The new principal will begin work on July 1, 2018. To apply, please send the following:

Cover letter addressing:

- Your motivation in applying for the position
- Your experience working with students who live in poverty and how you believe this experience will help you in this position
- Your view of how a school leader shapes culture so that it is supportive of low income students
- Your approach and experience supervising faculty and staff

Resume

Three References

Optional: Transcripts and Professional Certificates

to: S. Diane Aruda, O.P.
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