



**SAINT
JOSEPH**
Preparatory High School

Assistant Head of School for Academics

Saint Joseph Preparatory High School
617 Cambridge Street
Boston, MA 02134

Position Description

Introduction

Saint Joseph Preparatory High School is seeking its first Assistant Head of School for Academics. This is a very exciting position for a person who loves a challenge, is a self-starter, and believes in the importance of ensuring access to quality Catholic college preparatory education for capable young women and men in the greater Boston community

Saint Joseph Preparatory High School is a new school being formed by the unification of Mount Saint Joseph Academy in Brighton and Trinity Catholic High School in Newton. SJPHS, which will draw from and advance the traditions and strengths of these two proud schools, will open in September 2012. The decision to create a new school on the Brighton campus was prompted by the desire to maintain a vibrant, academically rigorous and operationally efficient Catholic secondary school option for families in Boston, Newton and surrounding neighborhoods and communities. Saint Joseph Preparatory High School will provide a robust academic program, expanded teaching and learning opportunities, as well student clubs, activities and sports programs.

The unification has provided an opportunity to envision and implement a school uniquely designed for 21st century students. An interdisciplinary team, working with the present school communities, worked to update/upgrade the curriculum and provide increased integration of technology in the curriculum. By intentional planning and intentional design of single-gender learning opportunities and developmental experiences within a vibrant co-educational environment, SJPHS will honor what is common and what is unique to young women and men.

School Leadership Team

The leadership team of Saint Joseph Preparatory High School consists of the Head of School and two Assistant Heads of School. The AHOS for Academics and the AHOS for Community Life are directly accountable to the Head of School who is responsible for a collaborative working relationship among them. They will hold regular meetings to help ensure that the core values of the Sisters of St. Joseph who sponsor the school and the mission are being realized in the day-to-day operations of the School. The Team sets the example of leadership for the students, staff, parents and community.

Position Description

The Assistant Head of School for Academics is responsible for leading and developing a dynamic team of educators who will prepare our students to succeed in college in a culture of high expectations and global competition. This individual will set a powerful vision for student achievement and will implement the School's mission through dynamic, persistent and effective leadership with all constituents, including faculty, staff, students, parents, and the community. This

person is responsible for managing and overseeing all aspects of the instructional program, academic environment, and technological and other relevant resources of the school.

Responsibilities for the Assistant Head of School for Academics:

1. Pursue high student achievement

- Ensure that teachers set clear, measurable and motivating course goals and class objectives at the beginning of each year;
- Utilize these goals regularly in assessing student progress toward them and teacher effectiveness.

2. Engage the teachers in innovative programs for instructional excellence

- Identify clear learning goals for teachers;
- Inspire the teachers to learn from each other and develop teams of mentors capable of encouraging a faculty of lifelong learners;
- Observe classroom learning and provide constructive feedback to teachers.

3. Facilitate high quality professional development

- Accurately identify and prioritize professional development needs;
- Provide resources and time for the professional learning community to advance not only their own development but that of the whole learning community.

4. Serve as an active member of the School Leadership Team

- Reinforce the mission with staff and inspire them to act on the mission every day;
- As a team, use the mission as a litmus test for school-based decisions;
- As a team, convey energy, enthusiasm and optimism in all interactions with the learning community, helping them to see that they are an important part of something greater than themselves;
- Keep a constant focus on what will have the greatest impact on student learning.

Expectations for the Assistant Head of School for Academics:

- Creating a cohesive community, with particular attention to learning and developmental differences and differing needs of young women and young men;
- Implementing a handcrafted three-year curriculum plan to strengthen science, technology and mathematics across the curriculum as well as a focus on writing across the curriculum;
- Generating a companion plan for faculty development to ensure the stellar quality of the academic curriculum and pedagogy.

Among other things, addressing these expectations will require:

- Building an inclusive and supportive community of persons committed to seeing the School fulfill its mission and vision
- Develop skills related to implementing and monitoring a program to strengthen science, mathematics and technology across the entire curriculum; and
- Developing a budget and identifying resources for continued development of faculty members in STEM education, project-based learning, and individualized instruction.

Professional Qualifications and Qualities

- Supportive of Catholic faith, open to deepening understanding and experience of CSJ spirituality;
- Engaging, friendly personality with a confident, outgoing and positive attitude;
- Innovative and creative thinker, able to inspire others and encourage them in new pursuits;
- Master's degree or higher;
- At least 3 years of classroom teaching experience, preferably in an urban setting and in a faith-based school;
- Demonstrated ability to lead collaboratively and delegate authority;
- Proven ability in recruiting, management, and evaluation of qualified personnel;
- Ability to use technology and understand its role in the academic program;
- Demonstrated communication skills, both verbal and written, as well as strong interpersonal skills;
- Genuine respect for all and ability to work well with a diverse population.

To Apply

- A cover letter expressing interest in the position
- A current resumé
- A portfolio of materials giving evidence of educational leadership, particularly a statement of your leadership philosophy and practice
- Materials demonstrating experience in curriculum development
- A list of five references with name, relationship, phone number and email address (References are not contacted without candidate knowledge and approval.)

We appreciate application by February 15th. The search process will continue until the position is filled. Application materials should be sent to: sjphshos@yahoo.com