



**SAINT
JOSEPH**
Preparatory High School

Assistant Head of School for Community Life

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

Introduction

Saint Joseph Preparatory High School is seeking its first Assistant Head of School for Community Life. 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 expanded teaching and learning opportunities, as well student clubs, activities and sports programs.

The unification provides an opportunity to envision and implement a school uniquely designed for 21st century students. An interdisciplinary team, working with the present school communities, is developing programs for the school community that will draw all members, but in particular the students, into rich and transformative life experiences, built on relationships and a vibrant faith life. This planning includes naming the myriad ways current students participate in the life of both schools on daily, weekly, monthly, seasonally and yearly bases.

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 Community Life is responsible for leading the school-wide efforts to build and maintain a strong, positive, achievement-oriented and supportive school culture, grounded in the CSJ core values. This individual models and encourages strong, mutually respectful relationships with all in the school community and creates behavior management systems.

Responsibilities for the Assistant Head of School for Community Life:

- 1. Build and maintain a school-wide program to ensure a supportive yet achievement-oriented school culture**
 - Possess a vision, rooted in the CSJ core values, of what an excellent Catholic secondary school culture looks like and regularly articulate this vision to students, staff members and families;
 - Work with the mission effectiveness facilitators, campus ministers, guidance counselors, coaches and others to promote development of well-rounded young people who are deeply invested in doing their best and making the world a better place for all.
- 2. Lead school culture and character development**
 - At all times and on all occasions, champion the School's high expectations for student behavior;
 - Encourage and motivate deep allegiance among students and parents to the School's goals, core values and community.
- 3. Lead parent engagement activities**
 - Create a culture and an expectation so that teachers reach out to parents and enlist their proactive support in the life of the School;
 - Build strong relationships with parents so that they feel part of the SJPHS 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 ;
 - 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 an environment to foster student learning, human/spiritual development, and community.

Expectations for the Assistant Head of School for Community Life

- Creating a cohesive community, with particular attention to cultural differences and relationships between faculty and students, among students, and with parents/guardians;
- Developing and maintaining systems and policies for student behavior and a behavior management system;
- Establishing protocols and best practices to ensure appropriate communication between and among all internal constituencies;
- Generating a plan for recognition and celebration events and other school-wide culture-building activities.

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;
- Conducting regular school culture evaluations to maintain a high bar of excellence; and
- Mentoring teachers in ways to strengthen student engagement and parent involvement.

Professional Qualifications and Qualities

- Supportive of Catholic faith, open to deepening her/his understanding and experience of CSJ spirituality;
- Engaging, friendly personality with a confident, outgoing and positive attitude;
- Master's degree or higher;
- Evidence of strong instructional, classroom management and behavior management skills, preferably in an urban setting and in a faith-based school;
- Focus on a systems-oriented approach to student, classroom and school culture;
- History of building successful relationships with adults and teenagers;
- Evidence of excellent communication skills.

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 qualifications for the position
- 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