



SAINT IGNATIUS COLLEGE PREPARATORY
2001 37th Avenue
San Francisco, CA 94116-1165
(415) 731-7500, ext. 222

St. Ignatius College Preparatory is hiring an **Assistant Principal for Academics**.

St. Ignatius is a Catholic, Jesuit coeducational school in San Francisco.

St. Ignatius College Prep is committed to academic excellence, offering a diverse curriculum. A wide range of learning experiences develops our students intellectually, spiritually, and emotionally. Through a challenging academic environment and student-centered curricula our students work with an outstanding faculty who are active scholars and engaging teachers; this foundation for success allows our graduates to become leaders who serve local, national, and international communities.

The Assistant Principal for Academics (APA) is responsible for all academic credit programs of the school and reports directly to the Principal. The APA will supervise and delegate appropriate responsibilities to Department Chairpersons, the Director of Professional Development, the Director of Scheduling, the Director of Counseling, the Director of the Learning Center, the Director of Education Technology and Innovation, and the Academic Coordinator. The APA is a member of the Principal's Staff.

Responsibilities include

- Communicate academic program goals to students, parents, and other professional groups;
- assist in hiring for faculty and staff positions;
- direct all programs of teacher supervision, oversee classroom observations, provide coaching and feedback, monitor student feedback, manage professional growth plans, and design teacher improvement plans as necessary;
- lead new faculty and staff orientation programs;
- evaluate curriculum and course offerings in collaboration with Principal and Department Chairs;
- coordinate course approval with University of California and the NCAA (for athletic eligibility of graduates);
- manage, track, and supervise all students progress towards graduation, including students on Academic Probation;
- mediate parent-student-teacher conflicts regarding academic issues, in collaboration with appropriate counselor or teacher;
- oversee the Counseling Department and Learning Center;
- oversee staffing and creation of master schedule with Department Chairs and Director of Scheduling;
- manage all academic budgets;
- chair Academic Council;
- serve as Academic liaison to Faculty Development Board;
- supervise and manage the school's Accreditation process;
- coordinate revisions to the Parent/Student and Faculty/Staff handbooks;

- implement and analyze Student Questionnaires;
- engage in the spiritual and co-curricular aspects of the school;
- attend Jesuit Schools Network and Archdiocesan meetings and conferences as appropriate.

The Assistant Principal for Academics delegates the following to the appropriate Academic Administrators:

Director of Professional Development

- Coordinate curriculum and staff development
- assist with coordination of school's accreditation process;
- act as Secretary to Faculty Development Board.

Director of Educational Technology and Innovation

- Research and provide training on best practices regarding education technology for innovative curriculum and instruction;
- coordinate implementation of best practices;
- create forward thinking culture with regard to pedagogy.

Institutional Researcher

- Coordinate student, faculty, parent, and alumni surveys;
- provide analysis and reports as requested;
- assist Faculty, Program Directors, and Department Chairs in data-driven decision making.

Director of Scheduling

- Coordinate course and student scheduling;
- coordinate mark reporting (report cards, Course Status Reports, etc.);
- coordinate midterm and semester examination schedules;
- serve as school information system manager.

Academic Coordinator

- Coordinate Department awards;
- compile Graduation awards;
- coordinate faculty substitutes;
- coordinate Academic Probation process;
- coordinate summer reading program;
- coordinate teacher questionnaires;
- coordinate Academic webpage;
- coordinate production of handbooks.

The position of Assistant Principal for Academics is 1 FTE.

The APA is offered a twelve-month contract, renewable annually at the discretion of the Principal.

Interested applicants, please send a cover letter and resume to Maria Balestrieri (mbalestrieri@siprep.org) by January 15, 2019.

St. Ignatius College Prep Mission Statement

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

Revised November 20, 2018