



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 Student Affairs**.

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

St. Ignatius College Prep is committed to *cura personalis*, care of the whole person. We encourage our students to be involved in a wide range of co-curricular clubs, athletics, activities, and organizations so they develop intellectually, spiritually, physically, and emotionally. Through diverse offerings beyond the classroom, students form meaningful and lasting friendships, develop pride in being a member of the St. Ignatius community, and become leaders who are "men and women for and with others." An Ignatian approach to co-curriculars allows students to experience new situations, foster positive self-esteem, and assist in their character formation.

The Assistant Principal for Student Affairs (APSA) works directly with students on a daily basis and is responsible for all co-curricular programs. The APSA delegates appropriate responsibilities to the Deans of Students, Director of Athletics, Director of Performing Arts, Director of Security, and Director of Student Activities. The APSA works closely with the Director of Buildings and Grounds, Director of Food Service, Director of Special Events, faculty, staff, and administration to ensure that the needs of the community are met. In addition, the APSA schedules the use of facilities, maintains the master calendar, coordinates student activities with off-site vendors, and prepares budgets for areas of responsibility. The APSA reports directly to the Principal and is a member of the Principal's Staff.

Responsibilities include:

- Oversee all co-curricular programs by conducting observations, providing coaching and feedback to moderators, and monitoring student feedback;
- work with and oversee the Director of Student Activities and support all student activities including student orientations, Freshmen Parent/Student Orientation, Senior Big Cat mentoring program, Student Council, Student Activities Faire, and student announcements;
- work with and oversee the Athletic Director and oversee all Athletic programs;
- work with and oversee the Director of Performing Arts and manage the Performing Arts and all productions;
- work with and oversee the Deans of Students and delegate daily maintenance of student conduct to them; serve as Chair of the Student Discipline Board;
- work with and oversee the Director of Security and manage security and emergency planning and procedures;
- act as a liaison between the school and off-site vendors (Lifetouch, Jostens, etc.) who provide service to student activities;
- manage all co-curricular budgets;
- create and coordinate the school master calendar;

- schedule and coordinate the use of all school facilities including appropriate contracts and insurance forms;
- assist in hiring for faculty/staff positions;
- supervise and evaluate co-curricular offerings for faculty and staff; serve as co-curricular liaison to Faculty Development Board;
- communicate co-curricular program goals to students, parents, and other professional groups;
- mediate parent-student-coach or moderator conflicts regarding co-curricular issues after referral to appropriate counselor or designee;
- make significant contributions to the larger academic and Campus Ministry areas of the school community;
- attend school functions as appropriate;
- attend Jesuit Schools Network and Archdiocesan meetings and conferences as appropriate.

Knowledge/Skills/Abilities:

- Possess a lived experience of the Catholic faith tradition, and understand Ignatian spirituality;
- ability to supervise, evaluate, motivate, and inspire students, teachers, and staff;
- ability to work collaboratively to solve problems, to take initiative, and to focus on solutions;
- flexibility and creativity;
- excellent time management and organizational skills;
- ability to effectively communicate to all members of our community including students, parents, faculty, staff;
- ability to attend school events during evening and weekend hours;
- computer skills in Google Suite, Word, Excel, student information software and other software as needed to complete assigned tasks.

The position of Assistant Principal for Student Affairs is 1 FTE and 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