

San Miguel High School
Job Description

Job Title: Principal

Exemption Status: Exempt Executive

Department: Academic

School Description: San Miguel High School is a private, Catholic, college-preparatory high school sponsored by the De La Salle Christian Brothers, serving students of diverse backgrounds from financially challenged families who live on the Southside of Tucson. San Miguel's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The school opened in August, 2004. San Miguel currently has approximately 300 students and expects to be at 370 in the 2010-2011 school year. Maximum enrollment is targeted at 400 students.

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a corporate work assignment. San Miguel High School is one of the 24 Cristo Rey Network high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines. For more information about the Cristo Rey Network visit www.cristoreynetwork.org.

The Corporate Internship Program is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency which trains the students for entry-level employment, hires them, and markets their services to local corporate clients. Typically, four students share one full-time position. The fees for the students' services go directly to the school to pay a significant portion of the cost of their education.

Primary Function: The Principal shall be the Chief Academic Officer of the school, responsible for leadership of all aspects of the educational program including both curricular and extracurricular activities. The Principal collaborates, as a peer, with the Director of Corporate Internship, in directing the daily operation of the school and all interactions with enrolled students and their parents or guardians.

Essential Duties and Responsibilities:

- Perform in support of the spiritual and educational mission of San Miguel High School and the Catholic Church
- Supervises the Faculty, Dean of Students, and all other Instructional and Co-curricular and Volunteer staff
- Serves as a member of the Leadership Team along with the Director of Admissions, the Director of Corporate Internship, the Director of Finance and the Director of Institutional Advancement. Together with the President, this team is responsible for implementing the overall mission and culture of the school in conformity with the "Mission Effectiveness Standards" of the Cristo Rey Network and the educational mission of the De La Salle Christian Brothers
- Oversees the design and implementation of the educational programs of the school including co-curricular and extracurricular activities with special attention to curriculum, pedagogy, and educational strategies
- Directs the recruitment, selection, supervision, evaluation, and retention of faculty, Dean of Students and all other instructional and co-curricular staff who are best fitted to the mission and identity of the school and maintains their confidential personal records

- Recommends hiring, retention, and compensation for faculty, Dean of Students and all other instructional staff
- Provides leadership for the development and evaluation of the academic curriculum, including new course development
- Ensures the appropriate use of instructional technology and its integration within the academic curriculum
- Oversees the purchase and inventory of all textbooks and instructional materials, including technology
- Develops and recommends the annual budget for curricular and extracurricular operations
- Oversees the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition
- Oversees summer academic enrichment and/or remediation programs
- Together with Director of Admissions and the Director of Corporate Internship, recommends admissions criteria for new students
- Supervises student behavior and discipline within the school. Coordinates with the Director of Corporate Internship in administering the overall discipline program.
- Represents the school at meetings of Principals for De La Salle Institute, the Cristo Rey Network and the Diocese of Tucson
- Other responsibilities as assigned by the President.

Basic Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A working knowledge of, and a strong commitment to, the mission of the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church.
- Commitment to De La Salle Christian Brothers Catholic educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Commitment to the mission of the school derived from personal Christian faith and love for the poor

Education/Experience:

- Master's Degree or higher required
- Must hold, or be eligible to acquire, certification as a secondary school Principal in the State of Arizona
- At least 3 years experience in school administration required
- Experience with, and understanding of, minority and immigrant culture preferred
- Experience in secondary education with students from low-income and racial/ethnic minority backgrounds preferred
- Experience with the philosophy and pedagogy of the De La Salle Christian Brothers education preferred

Other Skills and Abilities:

- Competence and experience in developing curriculum and strategies for educating students from economically disadvantaged and culturally diverse populations required
- Ability to engage, supervise and inspire skilled and dedicated teachers to carry out the mission and goals of the school required
- Ability to communicate effectively both orally and in writing required
- Familiarity and competence with current business and educational technologies required
- Flexibility and adaptability for a growing institution required

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

Salary and Benefits: San Miguel High School offers a competitive salary for a Catholic high school Principal in this geographical area based on the experience and qualifications of the candidate. We also offer a full complement of benefits including health, dental, life, and disability insurance, and paid time off.

To Apply: Please e-mail cover letter, resume and three letters of recommendation to crisl@sanmiguelhigh.org. Only e-mail submissions will be considered. Application deadline is March 30, 2010.

Leslie Shultz-Crist, President
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