



St. Andrew Nativity School Principal

ABOUT US

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced families in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program are for the purpose of breaking the cycle of poverty through education. The school is staffed by professional educators and committed volunteers. Nativity School forms young “people for and with others” who are dedicated to bringing all their talents to fullness and to using them to serve their families and their community.

POSITION SUMMARY

The Principal has the primary responsibility for achieving the mission of St. Andrew Nativity School by cultivating a vibrant and meaningful formation program that includes culturally responsive and collaborative working relationships with students, faculty, staff, alumni, families, volunteers, board members and donors. The Principal serves as the primary Ignatian educator with students, faculty, staff, and families on their formation journeys. They engage in ongoing personal, professional and religious development in order to sustain a vibrant community committed to the mission of Jesuit education.

ESSENTIAL JOB FUNCTIONS

Academics: Curriculum and Instruction

- Guides faculty in the development of a standards-based curriculum that meets the educational needs of diverse learners including many students whose second language is English.
- Collaborates with faculty to create and implement the annual school improvement plan. Oversees the ongoing assessment of the academic program and student progress towards academic and other outcomes.
- Supervises and/or delegates to faculty and staff the school’s daily operation. This includes the scheduling of classes, extra-curricular activities, afternoon study hall, enrichment, athletics, parent activities, community events, and volunteer coordination.
- Provides support for summer school, Summer Academy, and the admissions process.
- Hires, supervises, and evaluates all faculty and staff who are direct reports.
- Plans and executes ongoing professional development for faculty and staff.
- In collaboration with the President, creates the formation of the faculty and staff in the Ignatian and Jesuit charism of Nativity School.

Students

- Oversees the admissions process. This includes recruitment, admissions programming, and determining which students are admitted.
- Leads staff to provide supervision and development of students with regard to academic and behavioral performance and ensures a safe and healthy learning environment. Uses data to set ambitious goals for student success.
- Along with the director of Graduate Support, builds relationships with local secondary schools and gives input to the high school placement process. Participates in alumni events.
- Works in collaboration with the Family Partnership Coordinator and the Counselor to provide a dynamic Family Engagement Program that includes parent meetings, teacher conferences, parent education, celebrations, and mass.
- In collaboration with the President, makes decisions regarding student retention.

Faith Formation and Community Development

- Works with the campus minister to ensure the ongoing development of the Nativity faith community in the Catholic, Jesuit tradition.
- Maintains positive relationships with the Archdiocese of Portland, the Catholic Schools Superintendent, St. Andrew Parish, Jesuits West, Nativity Miguel Coalition and Jesuit Schools Network.

Administration

- Works in collaboration with the St. Andrew Nativity School management team to ensure the functionality, cleanliness, and security of the building and grounds; the implementation of the nutrition program; the development of the annual budget; and the school's safety program / emergency planning.
- Updates the Board of Trustees on school related news. Participates with the Trustees on the strategic plan.

EDUCATION, QUALIFICATIONS AND LICENSES/CERTIFICATIONS

- Bachelor's degree required. Master's degree preferred.
- Certified teacher required and Administrative License or Licensed School Counselor preferred.
- Actively engaged in a faith tradition required. Being a practicing Catholic with knowledge of the Jesuit educational tradition preferred.
- Experience working in a faith-based organization preferred.
- Classroom teaching experience required.
- Multicultural competency and culturally responsive required. Bilingual in Spanish preferred.
- Be able to motivate and work with middle school students from diverse cultural, ethnic, and economic backgrounds.
- Possess physical and emotional stamina.
- Work closely with the President, Trustees, and others to garner community resources to allow Nativity School to maintain an exceptional program for middle school students.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift 25 pounds without help.
- Ability to look at a computer monitor for long periods of time.
- Ability to sit for long periods of time.
- Physically able to assist, when necessary, with event setup and breakdown.
- Ability to work in an environment dealing with a wide variety of challenges, deadlines, and interpersonal relationships.
- Must be able to pass a background check.
- Must be vaccinated against COVID-19.

GENERAL INFORMATION

- Reports to the President of the school.
- 12-month contract with generous vacation.
- Work hours may vary, including nights, weekends, and occasional travel.
- Generous benefits including a 403(b).
- Salary DOE.

APPLICATION

- By January 10, 2022
- Send a cover letter and resume to cbecic@nativityportland.org or mail to:
Carolyn Becic, President
St. Andrew Nativity School
4925 NE 9th Avenue
Portland, OR 97211