ST. IGNATIUS COLLEGE PREPARATORY
Assistant Principal for Mission

STATUS: Exempt, full time; 12 month contract
REPORTS TO: Principal

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.

PRIMARY ROLE:
The Assistant Principal for Mission is responsible for the spiritual formation of our student and adult communities, consistent with the Catholic, Ignatian mission and identity of the school. This includes direct support and supervision of the Campus Ministry Team, the Office of Community Service and Social Justice, and the Office of Adult Spirituality. Additionally, the Assistant Principal supports professional development of our faculty that fosters an understanding of Ignatian pedagogy and Jesuit spirituality.

Essential Functions/Role and Responsibilities: The following tasks are typical for the Assistant Principal for Mission. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed.

- Supervise the Campus Ministry Team, Office of Community Service and Social Justice, and the Office of Adult Spirituality. This includes the observation and annual evaluation of the directors in this area of the school, as well as overseeing the budget process for each of these areas, annually in excess of $800,000.
- Collaborate with the Religious Studies Department and Jesuit Community on events such as sacramental ministry, liturgical preparations, and other spiritual activities.
- In conjunction with other Administrators, contribute to the recruitment and hiring of faculty staff, particularly as they support the Catholic, Ignatian mission of the school.
- Facilitate the ongoing induction and formation of faculty and staff in years two through five, designing and implementing professional development for faculty to understand and appropriate Ignatian pedagogy and Jesuit spirituality.
- Represent and participate in the religious and spiritual dimension of the school’s admission process.
• Ensure representation of St. Ignatius College Prep at Province and diocesan meetings and school events related to spiritual formation, community service, and adult spirituality.
• Serve as a member of the Small Staff committee (Principal, Asst. Principals & Deans).
• Provide pastoral support for Affinity Clubs including the BSU, ASC, ALAS, and LGBTQ Safe Place.

This position requires flexible hours that include nights and weekends, including leadership of at least one of our annual two-week summer Immersion trips, as well as overnight retreats during the course of the year.

A SUCCESSFUL CANDIDATE FOR THIS POSITION WILL:

● have a Master’s degree or equivalent in Catholic Theology, Ministry or related field; as well as lived experience of the Catholic faith tradition;
● have significant supervisory experience (preferred) in a Christian ministry context, including the ability to work collaboratively to solve problems, take initiative, and focus on solutions;
● possess excellent pastoral skills, modeling appropriate professional boundaries with students, colleagues, parents, and community partners, including effectively building relationships with colleagues in a variety of areas of the school community;
● understand Ignatian spirituality and effectively communicate that understanding to all members of our community including students, parents, faculty, and staff;
● have 3-5 years of previous secondary-level ministry experience;
● possess a commitment to diversity, equity, and inclusion;
● engage in the academic and co-curricular life of the school community;
● have meaningful experience with educational technology;
● have the ability to do physical service alongside students;
● possess a valid California Driver’s license (Class C) and be able to become van certified to transport students;
● have excellent time management and organizational skills;
● thrive in a collaborative, dynamic, and faithful learning community;
● be able to commute to the Sunset District of San Francisco;
● be fully vaccinated against COVID-19 (including up to date on the most recent boosters)

The Assistant Principal for Mission is 1 FTE and is offered a twelve-month contract, reporting to and renewable annually at the discretion of the Principal. This position requires flexible hours that include nights and weekends.

HOW TO APPLY:
Interested applicants should complete the online application, including an uploaded resume and a compelling letter of interest indicating how your skills, knowledge, and experience match the responsibilities articulated in the job posting here. Please include your salary requirements in your cover letter.
SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to $2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.