



ASSISTANT PRINCIPAL FOR ACADEMICS

Founded in 1851, Bellarmine College Preparatory is among the oldest and most distinguished Catholic schools in the country. Enrolling more than 1,650 boys in grades 9-12, Bellarmine forms “men and women for and with others” – students and adults who are oriented toward faith, love, justice, and the greater good. To learn more about our mission, please visit www.bcp.org.

Bellarmino College Preparatory invites applications for an Assistant Principal for Academics beginning July 2024. Reporting to the Principal, the AP for Academics is responsible for overseeing the academic, student support and wellness programs. The AP for Academics is part of the Principal’s senior leadership team, and serves alongside the AP for Instruction and the AP for Mission and Identity.

Located on a stunning, contemporary campus in the heart of San Jose, Bellarmine espouses Silicon Valley’s ethos of innovation, talent, and creativity. The school embraces the cultural and spiritual diversity of Santa Clara County and explicitly reflects values that stem from its identity as a Jesuit school: truth, service, justice, and the presumption of good will. The work environment is highly collaborative, team-centered, and relationships are deeply valued across all school constituencies.

BELLARMINE AT A GLANCE

MISSION

Bellarmino College Preparatory is a community of men and women gathered together by God for the purpose of educating the student to seek justice and truth throughout his life.

We are a Catholic school in the tradition of St. Ignatius of Loyola, the Founder of the Society of Jesus. As such, our entire school program is dedicated to forming "men for and with others" – persons whose lives will be dedicated to bringing all their God-given talents to fullness and to living according to the pattern of service inaugurated by Jesus Christ.



Bellarmino has a student body of approximately 1,650 students in grades 9-12. Our students matriculate from 130 feeder schools across the Silicon Valley.

STUDENTS

70% Catholic students

54% Students of color/46% white students

PARTNERSHIP TEAMS

Campus Ministry: 4.6 FTE

Christian Service: 3.7 FTE
Diversity, Equity, Inclusion & Belonging: 1.0 FTE

Adult Spirituality: 0.8 FTE

SERVICE AND SPIRITUALITY

Students volunteer, on average, 125+ hours of service by graduation
Student Retreats at the Sophomore, Junior, and Senior level. Varied Adult spirituality offerings

ACADEMICS AND ACTIVITIES

99.5% of graduates attend college

Robust co-curricular program



Bellarmino
College Preparatory

Assistant Principal for Academics

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory invites applications for an Assistant Principal for Academics beginning July 2024. Reporting to the Principal, the AP for Academics is responsible for coordinating the academic, student support and wellness programs. The AP for Academics is part of the Principal’s senior leadership team, and serves alongside the AP for Instruction and the AP for Mission and Identity.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities:

- Provides vision, leadership, and strategic planning that strengthens the schools academic, co-curricular, and social emotional programs
 - Gathers and shares relevant data to reflect on program efficacy and identify areas for growth
 - Serve on leadership committees
- Fosters a culture of collaboration and shared efficacy in support of the school mission
- Leads on communication with teachers and families regarding students’ academic progress
 - Managing student scheduling process
 - Reviews graduation requirements
 - Collect and distributes grades
 - Facilitates conversations between all stakeholders when students are not meeting expectations
 - Notifies appropriate personnel regarding changes to co-curricular or athletic eligibility
- Supervises Personal and College Counseling Departments, Office of Accessible Education, the Dean of Students, and the Registrar

Minimum Qualifications/Skills:

- Five years’ experience working in a school setting
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Possess strong organizational skills, inviting and nurturing pastoral presence, a high degree of confidentiality
- Master’s Degree or equivalent from an accredited college/university, preferably in Education or Leadership or related field. Experience in Jesuit education a plus
- Possess a deep understanding of the Jesuit charism and Ignatian spirituality and the ability to communicate that understanding effectively to all members of the Bellarmine community
- Ability to work effectively with adolescents and staff at all levels, displaying a positive attitude, maintaining appropriate professional boundaries, demonstrating presence and self-confidence, and exhibiting motivation and drive

- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- 5-7 years prior experience in academic and or student support work at the high school or college level, preferably at a Jesuit or Catholic school

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- The compensation for this position ranges from \$100,000 - \$150,000 per year and is based on years of experience.
- As a Regular Full-Time Exempt position, the employee is expected to work as many hours as their job responsibilities require, which could include evenings and weekends. The position is a 12-month position.
- This position is eligible for benefits.
- This is not a telecommuting position.
- The general expectation is that this position will begin work on or about July 1st to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration.

To Apply Online:

Please complete the ***Bellarmino Faculty Application Form*** located on our [employment web page](#) under Employment Applications and upload all applicant materials (**Faculty Application Form, Resume, and cover letter are required**) through the position posting via [BCP Career Center](#).

Priority will be given to applications received by February 16, 2024.

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmino may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
