



## **ASSISTANT HEAD of SCHOOL for ACADEMIC AND STUDENT LIFE**

*The Assistant Head of School position is a 12-month position beginning immediately.*

Founded in 1995, St. Ignatius School is an accredited, independent, Jesuit middle school that provides a quality, Catholic, all-scholarship education to underserved boys and girls of all faiths. Located in the Hunts Point neighborhood of the South Bronx, St. Ignatius empowers students to become their best selves by creating a safe and nurturing community that fosters intellectual, spiritual, and social growth. We are committed to the success of our students not only in middle school, but also—with guidance, tutoring and financial support—through high school and beyond. Our vision is that our students excel through middle school, high school and college, and that they become role models and leaders-in-service within their communities.

St. Ignatius School's seeks to add an Assistant Head of School to help elevate and expand the schools programming by working with the current leadership team that includes Head of School, Head of Development, Director of Counseling, and the Director of Academic Support.

### **RESPONSIBILITIES AND DUTIES**

#### **1. Strategic Vision and Leadership**

- a. In collaboration with the leadership team, develop and implement the schools strategic plan and organizational goals that advance the mission of St. Ignatius School.
- b. Provide overall direction, motivation and guidance to faculty and staff; inspiring colleagues to work to their fullest potential, taking the lead role in the creation of a culture of equality, transparency, excellence and accountability.
- c. Promote a culture of inclusion and diversity that supports the social and emotional wellness of all constituents including students, families, faculty, and staff.
- d. Represent St. Ignatius School both internally and externally, communicating the mission and programs to the school's public stakeholders, including representing the school at civic, religious, and other public functions.
- e. Build relationships with all its constituents including neighborhood partners, parents, students, faculty, staff, Board, alumni, and donors.

#### **2. Curriculum Design and Development (in close coordination with the Head of School & Director of Academic Support)**

- a. Maintains scope and sequence documents and curriculum maps for all subject areas.
- b. Periodically reviews effectiveness of curriculum and alignment with current external standards.
- c. Reviews student performance on internal and external assessments to inform changes to curriculum and classroom pedagogy.

#### **3. Supervision of teachers (in close coordination with the Head of School & Director of Academic Support)**

- a. Visits classes on a regular basis to ensure quality instruction and classroom management.
- b. Advises teachers on best practices for instruction and classroom management.
- c. Identifies opportunities for professional development relevant to each faculty member.
- d. Works with teachers to identify students with academic or behavioral concerns.



- 4. Mentoring and oversight of new teachers (in close coordination with the Head of School & Director of Academic Support)**
  - a. Provides structured guidance on SIS educational procedures, daily routines, use of Learning Management System (LMS), and disciplinary process.
  - b. Observes new teachers frequently and provides feedback on early classroom performance.
  - c. Serves as the new teacher's point of contact for questions about pedagogy and culture, classroom procedures, or standard SIS practices.
  
- 5. Student record keeping**
  - a. Manages the school LMS, currently OTUS. Interfaces with the IT consultant and vendor as needed to ensure smooth operation of the system.
  - b. Provides training and usage guidelines for the LMS to the faculty.
  - c. Oversees the production of report cards and audits them for accuracy and feedback.
  
- 6. Student Discipline (in close coordination with the Head of School & Director of Counseling)**
  - a. Develops and administers disciplinary procedures in accordance with school policies.
  - b. Works to implement new student discipline systems: Restorative Justice.
  - c. Oversees awards including but not limited to dress down days.
  
- 7. Teaching**
  - a. Based on the staffing needs, may teach 1-2 sections.
  - b. Substitutes for absent teachers as needed.
  
- 8. Collaboration**
  - a. Serves on the Admissions Committee.
  - b. Helps plan and attends all faculty meetings.
  - c. Meets regularly with Leadership Team.
  - d. Attend monthly parent meetings and quarterly student progress meetings.
  - e. Attends in-services held by The Northeast Province USA, The Nativity Miguel Network of Schools and St. Ignatius School.
  
- 9. Extended Day**
  - a. Serve as extended day/after school coordinator.
  - b. Oversees day-to-day operations of extended day program.
  - c. Monitors staff and students.
  - d. Ensures proper infrastructure of extended day-schedules/coverage.
  
- 10. Summer Camp (in close coordination with the Head of School)**
  - a. Develops and periodically revises camp curriculum to meet school objectives.
  - b. Develops daily camp schedules in cooperation with camp directors.
  - c. Maintains handbook of camp procedures and guidelines.
  - d. Recruit counselors and faculty to maintain appropriate staffing levels.
  - e. Manages transportation logistics between camp and school and for trips at camp.
  - f. Develops camp budget in coordination with the Head of School and Head of Advancement.



**Requirements:**

- Bachelor's degree (Master's degree in an education field preferred but not required)
- Experience teaching middle school (experience in a Nativity model school is preferred but not required)
- Some administrative experience in an educational setting preferred but not required

**Salary:**

- Salary is commensurate with experience and includes Health Benefits and 403B

**To Apply:**

St. Ignatius School is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

St. Ignatius School is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under- represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit by email a cover letter, résumé, and reference list to the Head of School, Richard Darrell at: [rdarrell@sis-nativity.org](mailto:rdarrell@sis-nativity.org)

The position of Assistant Head of School for Academics and Student Life will begin immediately.