



CRISTO REY

B A T O N R O U G E

Franciscan High School

Job Description: Principal

Our Mission

Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate ready to succeed in college and in life.

Established in 2016, Cristo Rey Baton Rouge Franciscan High School is a member of the Cristo Rey Network, a national association of 32 high schools that provide a quality, Catholic, college preparatory education to young people who live in urban communities with limited educational options.

The Position

As the instructional leader of the school, the Principal provides mission leadership for faculty and students, supports high-quality classroom instruction, and oversees the daily operations of the school. The Principal is responsible for teaching and learning through providing ongoing instructional feedback and engaging faculty in the development and implementation of a rigorous, college preparatory curriculum and the cultivation of a school-wide Catholic faith identity. The Principal is responsible for creating and sustaining a culture of continuous improvement that provides students with multiple opportunities to develop and demonstrate proficiency. The Principal is a member of the school's leadership team, actively collaborating with the Corporate Work Study Program Director, Development Director, Director of Admissions and Office Manager. The Principal reports to the school President.

The Principal's primary responsibilities include:

- Recruitment, selection, and retention of faculty, assistant principal(s), other instructional and extracurricular staff who are best fitted to the mission of the school
- Conducting regular classroom observations to maintain a visible and active leadership role throughout the campus, as well as to provide teachers and classroom staff with valuable feedback to further develop their professional skills
- Using a research-based framework to routinely coach and supervise teachers, completing a summative evaluation for every teacher each year
- Leading the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels

- Cultivating a solution-based culture that addresses student struggle as a predictable problem to be proactively, creatively and collaboratively solved
- Leading teachers in interpreting and using student achievement data to inform instruction
- Developing and executing an effective faculty professional development program, ensuring classroom impact
- Developing a school culture that is accepting of all students, valuing the gifts each brings to the school
- Supervising, developing, and evaluating non-instructional personnel, including Assistant Principal, Dean of Students, guidance personnel, college counselor, Campus Minister, Athletic Director, extracurricular personnel, volunteers and clerical staff
- Developing, coordinating and supervising teacher leaders (discipline team leaders, grade level team leaders, etc.)
- Developing a calendar and schedule that organizes time reflecting a prioritization of observing student learning and instruction
- Overseeing 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
- Collaborating with the Director of Admissions, Corporate Work Study Program Director, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget
- Identifying program needs on an ongoing basis; constructing and overseeing the academic budget to achieve identified needs
- In collaboration with all staff, overseeing the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students
- Overseeing and coordinating, with the Corporate Work Study Program Director, the scheduling, student work assignments, discipline, and overall progress of the students and the scheduling of the school calendar and programs
- Reporting at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Trustees
- Reporting weekly to the school President regarding goals, progress, and identified metrics
- Attending routinely and participates actively in weekly leadership team meetings
- Supervising all extracurricular activities
- Developing, implementing, and supervising a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Coordinating standardized testing in collaboration with School Counselor (ACT, SAT, iLEAP, etc.)
- Overseeing summer academic enrichment and/or remediation programs
- Overseeing the development and maintenance of school accreditation with the identified national/state accrediting agency (AdvancED)
- Collaborating actively with the Cristo Rey Network national office and colleague principals
- Representing the school at meetings of principals for the Cristo Rey Network, the religious sponsor, and the diocese
- In collaboration with the Office Manager, coordinating the use of the school facilities

- Assuming of other duties as assigned by the school President

Qualifications and Experience

Candidates for Principal must have the following qualifications and experience:

- At least three years of experience supervising and evaluating faculty and staff
- Commitment and capacity to serve and connect on a personal level with students and families in low-income, urban, minority communities
- Demonstrated commitment to Catholic, faith-based education
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Demonstrated ability to create a student-centered learning environment
- Demonstrated ability to cultivate a culture of persistence among adults and students
- Strong background in developing and implementing a rigorous, standards-based, college-ready curriculum
- Demonstrated success as an instructional leader who creates a culture of continuous improvement through ongoing instructional feedback to teachers
- Evidence of an ability to analyze and utilize data to increase student achievement
- Excellent written and oral communication skills
- Exemplary interpersonal skills with faculty, staff, parents, students and community members
- Master's degree
- Principal's licensure or willingness/ability to get license
- High School teaching experience preferred

Application

All interested and qualified applicants should submit the following:

1. Resume
2. Cover Letter addressing the following:
 - Your motivation for applying for this position
 - Your experience working with students who live in poverty and how you believe this experience will help you in this position
 - Your view of how a school leader shapes school culture so that it is supportive of students who live in low-income communities
 - Your approach and experience supervising faculty and staff
3. At least three (3) Professional References
4. Optional: Transcripts & Professional Certificates

Please e-mail your completed application as an attached PDF to President Brian Moscona at bmoscona@crstoreybr.org.

Interviews will begin immediately and applications will be accepted until the position has been filled.