



ST. IGNATIUS COLLEGE PREPARATORY

Assistant Principal for Community Formation & Culture

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 Community Formation & Culture (APCFC) is responsible for shaping the policies, practices, and culture of our school community, forming a community where all members thrive. The APCFC is both an ambassador and a change agent, working to advance St. Ignatius's (SI) diverse and inclusive culture through innovative programming and leadership. The APCFC serves as the primary driver in creating an atmosphere and culture that is attractive and welcoming to all students, with a particular focus on BIPOC students who have been traditionally underrepresented at SI. The APCFC also provides support and professional development to faculty, staff, administration, and parents around issues of diversity, equity, inclusion, and belonging (DEIB). This includes direct supervision and guidance of the Deans of Students, and the staff of the *Magis* Center for Equity and Inclusion.

The following tasks are typical for the Assistant Principal for Community Formation & Culture. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed.

- Serve as a member of the Small Staff committee (Principal, Asst. Principals & Deans).
- Shape the equity and cultural proficiency of the school's curriculum and instruction by performing regular classroom observations, providing feedback to faculty, and creating professional development that supports faculty and staff growth towards achieving the DEIB goals of the school.
- In conjunction with other Administrators, contribute to the recruitment and hiring of diverse and culturally proficient faculty and staff, including the special function of serving as a significant resource to the Human Resources staff of the school.

- Participate in and represent the DEIB goals of the school in the student admissions process.
- Supervise and support the staff of the *Magis* Center for Equity and Inclusion as well as moderators of student and adult Affinity Clubs (including ALAS, ASC, BSU, LGBTQ Safe Place, AALPA, and SIPAC).
- Consult with and support the Deans of Students, including representing the school administration on the Discipline Board when it is convened.
- Advance the DEIB goals of the school, across the institution (Academics, Co-Curricular activities, Advancement, etc.).
- Ensure representation of St. Ignatius College Prep at Province, diocesan, and professional conferences related to discipline, diversity, equity, and inclusion.

A SUCCESSFUL CANDIDATE FOR THIS POSITION WILL:

- embody a commitment to diversity, equity, inclusion, and belonging, evidenced by significant academic coursework in Diversity, Equity, and Inclusion, Cultural and Ethnic Studies, or related fields;
- possess excellent written and oral communication skills, including demonstrated bicultural and bilingual skills (preferred);
- possess deep expertise and proven results in DEIB work, as well as a rich understanding of strategies that support cultural transformation in schools;
- be a successful relationship builder and collaborator with a variety of areas of the school community (colleagues, students, parents, alumni, etc.);
- have experience attending and presenting (preferred) at national and regional gatherings and conferences on equity and inclusion (WPC, PoCC, etc.);
- possess a CA Clear Credential or a Master's degree or equivalent in Education, non-profit administration, or related field;
- have 3-5 years of previous secondary-level administrative experience including significant supervisory experience (preferred);
- model appropriate professional boundaries with students, colleagues, parents, and community partners;
- understand and support the goals of Ignatian pedagogy and Catholic secondary education;
- support the academic, co-curricular, and spiritual life of the school community;
- 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 Community Formation & Culture 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.