



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS

**Job Summary:** U of D Jesuit is seeking an exceptional educational leader to serve as the next Assistant Principal for Academic Affairs. The Assistant Principal for Academic Affairs (APAA) is responsible for assisting the Principal implement the academic program of the school. The APAA oversees the development, design, review, and delivery of the curriculum ensuring alignment with the objectives of Jesuit education. The APAA maintains and reviews the system of student academic record keeping, ensures effective communication and partnership is fostered with parents and students regarding academic progress and remediation, and works with faculty to promote and practice care for the whole person in the academic program. The APAA communicates with the Principal and Department Chairpersons on matters regarding academic policies, supervision of teachers, and parental concerns. The APAA works together with the other members of the School Life Team (Principal, Assistant Principal for Student Affairs, Assistant Principal of the Jesuit Academy, Athletic Director, Director of Campus Ministry, and Director of Diversity and Inclusion) to assure effective operation of the school.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed non-teaching application form (located at the bottom of this web page) to [Jobs@uofdjesuit.org](mailto:Jobs@uofdjesuit.org).

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Compensation:**

Commensurate with qualifications and experience. Full benefits package also included.

**Reports to:** Principal

**Employment Category:** Regular Full-Time, Exempt, 12-month position

**Duties and Responsibilities:**

1. **Curriculum:** Assist with and provide oversight to all aspects of the curriculum, to include development, design, implementation, and review processes. Ensure curriculum meets objectives of school. Ensure curriculum alignment within departments. Coordinate the annual review and collection of faculty syllabi and classroom procedures. Coordinate and assist department chairs with analysis of standardized test results. Oversee the submission of the Advanced Placement Curriculum for yearly College Board approval. Be a key participant in the school accreditation process.
2. **Grade Reporting/Maintenance of Academic Records:** In conjunction with the Registrar, oversee the grading process to include grade reports, grade verification, and posting of grades; oversee the process for tracking students in academic jeopardy and ensuring fulfillment of remediation requirements; coordinate the Honors ceremonies. Meet with students, parents and teachers regarding grades and grade changes.
3. **Student Course Scheduling:** Coordinate the preparation of course description information. Explain course registration procedures to students, Determine schedules for all incoming freshmen and new students. Make final decisions on all course drops/adds. Review exceptions to requests for recommended course placement by students, parents and school counselors and serves as final arbiter. Work with Admissions Director and Principal to coordinate the admission of all new and transfer students. Work with Registrar to ensure makeup of any semester exams missed by students. Collaborates with Arrupe Virtual Learning Institute (AVLI) to enroll students in online classes for credit. Facilitates dual enrollment opportunities for students. Work with Registrar to plan, prepare, and present future hiring needs to the Principal.
4. **Academic Concerns/Failures:** Work closely with Principal to identify and address all matters of academic concern. Review grades, notify parents of student academic performance, and meet with teachers and parents to plan intervention and remedial solutions when necessary. In conjunction with the Registrar, oversee the publication of letters of concern and academic improvement plans at the conclusion of each Marking Period. Work with students to develop and to monitor Academic Improvement Plans. Work closely with teachers and counselors to assist at risk students and monitors specific students.
5. **Faculty:** Assist the Principal in all aspects of faculty management: hiring, orientation, assignment, professional development, evaluation, and personnel decisions. Assist faculty members with the development of instructional skills and strategies within their classrooms. In collaboration with the Principal, provide guidance and direction to department chairs, facilitate regular meetings with them, and review departmental programs and goals. Assist with the orientation and development of new teachers. Maintain regular communication with the faculty regarding important issues in the school and school operation. Assist in planning/conducting of faculty in-service programs. Develop and communicate opportunities for faculty to pursue continuing State of Michigan Continuing Education Clock Hours (SCECHs) towards maintaining teacher certification. Serve as a member on the Faculty Recruitment Outreach team.

6. Office Functions/School Administration: In conjunction with the Registrar, prepare and manage the Academic Affairs Office budget. Supervise and manage academic department equipment inventories. In conjunction with the Principal, schedule all major academic events for the annual school calendar. Assist with development of summer programming. Help facilitate parent-teacher conferences. Represent the school at various academic, extracurricular, athletic, and school-related/hosted activities, providing assistance as needed. Work on special school projects as assigned by the Principal. Provide necessary data and communication to the Development Office for academic grants.
7. Other duties and responsibilities as assigned.

**Qualifications, Experience, and Abilities:**

The APAA must possess these attributes. Ability to be supportive of the mission of a Catholic, Jesuit high school and formation of the whole person. Strong interpersonal and leadership skills. Excellent organizational skills. Strong academic experience and credentials. Strong computer skills, to include experience with learning management systems and course scheduling applications (such as Blackbaud's ON products). Possess a minimum of five years of teaching experience at the level of secondary education is required and the academic equivalent of a Master's Degree. Administrative license and administrative leadership experiences in secondary education preferred.

**Physical Working Conditions:**

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds). Prolonged periods sitting at a desk and working on a computer.

**Working Environment:**

Regular exposure to favorable conditions such as those found in a normal office.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.