



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Assistant Principal for Academics (Full-Time Administration)

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Position

The Assistant Principal for Academics reports directly to the Principal and is delegated by the Principal to exercise direct responsibility in those areas of school life that affect the academic life and instruction of students. This includes oversight of the day-to-day operation of the school's academic program and the individual student's academic placement and progress; as well as the performance of duties necessary for the effective operation of the school as a member of the Administration.

Major areas of responsibility include monitoring student academic performance, fostering a culture of continuous curriculum development, integration of technology into the educational environment, and extensive support of our college preparatory initiatives. Other areas of administrative oversight and responsibility include strategic areas of academic focus at Fordham Prep, including, but not limited to, the Academic Support Center, Advanced Placement courses and exams, the Civics Education Initiative, curricular integration of Diversity, Equity, and Inclusion values, iSTEAM, the Library Program, and PREPare Test Prep.

The Assistant Principal for Academics has a lead role in developing a forward-looking student-centered academic program and support system that reflects our Ignatian mission by fostering a school culture rooted in *cura personalis*, the care of the individual student. The Assistant Principal for Academics should be an exemplary leader who models effective oversight of academic excellence, inspires a shared vision, and encourages continuous students growth and formation in the spirit of Ignatian values. As such, he or she will foster a school culture that promotes a lifelong openness to growth and a commitment to the service of others. He or she will inspire students to seek opportunities in which they can strive for the *magis* and seek the greater glory of God in all areas of their academic pursuits.

The Assistant Principal for Academics collaborates with the Principal and the Administration in caring for the overall academic, cultural, and professional life of the school. The Assistant Principal for Academics works closely with the Assistant Principal for Student Life, Dean of Faculty, Dean of Students, Administrative Coordinator, and Department Chairs in the support of all students.

Primary Responsibilities

Academics

- Supervises and monitors the overall academic progress of students, working with students, faculty, and parents/guardians to insure academic success
- Works with parents, teachers, coaches, and counselors to enforce the academic policies of the student handbook
- Oversees the system of student assessment, ensuring quality evaluation of academic work in collaboration with department chairs and faculty
- Reviews and approves all semester exams and alternate assessments as to content, quality, and length
- Oversees the grading and reporting process, working collaboratively with department chairs to ensure accurate grade reporting, and grade changes as necessary, and provide appropriate statistical analysis of grades and major grading trends for the Principal
- Generates deficiency lists, report cards, honor rolls, and develops grade analyses in collaboration with the Assistant Principal for Student Life
- Works with the Assistant Principal for Student Life and the Administrative Coordinator in the collection of academic data and the distribution of academic honors and public recognition
- Evaluates student academic eligibility for co-curricular and athletic activities
- Communicates with students, parents, faculty, and school counselors in seeking solutions to student academic difficulties and concerns, including academic honesty violations
- Consults individually with and supervises the progress of students on academic probation or whose academic achievement falls significantly short of their potential, and works with parents and the Counseling Department to help those students be academically successful
- Collaborates with the Counseling Department to develop intervention programs and supplemental services for at-risk, academically challenged, and provisionally accepted students, including, but not limited to, the Academic Support Center and Peer Tutoring
- Coordinates the student course selection process in collaboration with school counselors and college counselors, with primary responsibility for approving all student course changes
- Coordinates with the Director of Enrollment and Marketing and the Admissions staff for transfer student course placement
- Coordinates the nominating and identification of awards and honors, both internally and externally, and specifically coordinates the Senior Awards Committee
- Serves as the principal designated school official (PDSO) for the Student Visitor and Exchange Program (SEVIS)
- Serves as a liaison to Fordham University regarding the placement of seniors in university courses
- Supervises student participation in all summer academic remediation programs as necessary

Standardized Testing and Advanced Placement Program

- Schedules test dates and administration of all standardized testing during the academic year, including PSAT, PreACT, and AP Exams. This may also include school day administration of SAT and ACT in consultation with the Assistant Principal for Student Life and Principal

- Serves as one of the school's AP Coordinators with responsibility for ordering, scheduling, and administering AP exams each academic year in collaboration with the Assistant Principal for Student Life and other AP Coordinators
- Collaborates with another faculty AP coordinator, all AP teachers, the Dean of Faculty, and the Assistant Principal for Student Life with regard to the Advanced Placement program

Curriculum and School Programs

- Provides leadership in curriculum development by supporting the Dean of Faculty through ongoing administrative review of curriculum and approval of new courses in collaboration with the Dean of Faculty and Principal
- Assists the Principal, Dean of Faculty, and department chairs in the overall evaluation and improvement of the academic curriculum
- Works with the Dean of Faculty, Technology Department, department chairs, and faculty to integrate technology into the teaching and learning process
- Assists the Principal's administrative team with the coordination of the student orientation program and schedule
- Schedules and coordinates student assemblies in mentoring periods for freshmen, sophomores, and juniors, as well as senior assembly, and coordinates this effort with the Assistant Principal for Student Life
- Coordinates the Placement Exam for the incoming freshman class, and coordinates placement examinations for Modern Languages in collaboration with that department
- Assists the Principal's administrative team in the coordination of Parent-Teacher Meetings, Parent Back-to-School Night, awards assemblies, and graduation events
- Supervises the Senior Internship Program in the 4th Quarter of senior year

Supervision of Strategic Academic Areas

- Supervises the faculty moderators of the Academic Support Center and works with them to schedule sessions accessible to all students throughout the school year
- Oversees the ongoing development the Civics Education Initiative by collaborating with the Librarian and Media Specialist, Social Studies Department Chair, and other faculty members involved in such programming, which includes, but is not limited to, the annual FitzSimons Civics Symposium
- Oversees the action steps and initiatives of the Curriculum and Pedagogy area of the Diversity, Equity, and Inclusion strategic plan, and collaborates with the DEI team to identify students who will need additional support for better standardized testing outcomes and placement in AP and honors levels course
- Supervises the iSTEAM Coordinator and assists with annual goals and review
- Exercises administrative oversight of the iSTEAM Program, with particular attention to the academic integration of interdisciplinary teaching and learning in the disciplines of Science, Technology, Engineering, Arts, and Mathematics
- Assists the iSTEAM Coordinator and other iSTEAM faculty with the coordination of the annual iSTEAM Expo to showcase student projects and achievements in iSTEAM
- Supervises the Librarian and Media Specialist and assists with annual goals and review
- Exercises administrative oversight of the Library Program, with particular attention to the ways in which the overall academic program is enhanced by the programs of the school library and the advancement of the library's strategic goals

- Supervises the coordinator(s) of PREPare Test Prep and assists with annual goals and review
- Exercises administrative oversight of PREPare Test Prep, with particular attention to the ways in which the program supports the development of standardized test taking skills for the SAT and ACT

Additional Responsibilities

- Collaborates with the Principal, Assistant Principal for Student Life, and Dean of Faculty on academic, staffing, and scheduling matters
- Assists the Principal and Dean of Faculty in the faculty supervision and development process for both non-tenured and tenured faculty, including formal observations and providing feedback for ongoing faculty development
- Assists the Principal and Dean of Faculty to provide orientation to new faculty and staff
- Assists the Principal and Dean of Faculty with planning for faculty meetings and in-service days
- Assists the Principal with the preparation of budgets within areas of shared responsibility
- Works on special projects and tasks as requested by the Principal
- Serves as a member of the academic Administration
- Serves as a member of the Council
- Serves as a member of the Student Services Team
- Serves as a member of the Crisis Team
- The Principal may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position of leadership
- The nature of the position is such that the Assistant Principal for Academics is required to be available outside the “normal” office/school hours, to attend meetings and presentations whenever necessary and to represent the school in a variety of forums whenever required

Ideal Qualities, Experiences, and Skills

- A Master's Degree in school administration, an academic discipline, or its professional equivalent.
- Extensive professional experience in education, including teaching, administrative, and/or leadership experience.
- Experience in technological platforms that are essential for the delivery of the school's academic programs, including PowerSchool, PowerTeacher Pro, and Schoology
- Experience that demonstrates a clear capacity to design new academic programs for students and enhance existing ones
- Experience with and understanding of the practical uses of educational technology for instruction and administration
- Enthusiasm for working with faculty in a collaborative and supervisory manner in order to best support excellent teaching and support learning of high school students
- Excellent written and oral presentation skills, including both small and large group settings
- Excellent organization, communication, and time management skills, as well as the ability to handle multiple tasks concurrently, orientation to details and deadlines, and the inclination to collaborate as a member of a team
- The ability to support the school's mission of fostering young men of academic excellence and good moral character through a commitment to the ideals of Jesuit education

Application Process

Interested applicants should submit a cover letter, *curriculum vitae* or resume, statement of educational philosophy, and a list of three references (who will not be contacted until later in the interview process) by email to the Search Committee and Dr. Joseph Petriello, Principal, at:

employment@fordhamprep.org

Qualified applicants, with all the required documents submitted, will be contacted regarding next steps in the interview process.

Fordham Preparatory School is an EOE (Equal Opportunity Employer). This is a 12-month non-tenure track administrative staff position (July 1 to June 30) with all staff benefits, including vacation days, medical insurance, retirement plan, and tuition remission at Fordham Preparatory School and Fordham University. Salary range \$110-125K.