



ST. JOHN'S PREP

Assistant Principal for Student Life

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

St. John's is a faith-based community grounded in and fortified by three main cultural priorities: recognizing all people as created in the image and likeness of God, embracing a habit of excellence grounded in a growth mindset, and empowering individuals to be unique expressions of God's love in the world. Strong candidates will embody the Catholic principles and Xaverian values that guide our institution to help foster a supportive and inclusive campus environment. For further information on how faith animates St. John's, please visit our [Statement on Xaverian and Catholic Identity](#).

Position Overview and Responsibilities

The assistant principal for student life is a member of the Principal's Leadership Team (PLT) and reports directly to the principal/associate head of school. The assistant principal for student life collaborates closely with members of St. John's Prep community to ensure the student experience aligns with the School's mission and identity at an interesting inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. The assistant principal for student life is a team-oriented and mission-driven professional who brings a student-centric approach to their work.

The assistant principal for student life:

- Strategically develops, implements, and leads a student life program centered on a culture of respect, servant leadership, and student engagement that animates the mission and identity of St. John's Prep as an inclusive, Catholic, Xaverian Sponsored School for young men in grades 6 through 12.
- Partners with associate and assistant principals, school counselors, Center for Learning and Academic Success staff, the Office of Multicultural Affairs and Community Development, campus ministers, Athletic Department staff, and Wellness Department team members to support students and their families during their journey at St. John's Prep.

St. John's Preparatory School
72 Spring Street | Danvers, Massachusetts 01923 | stjohnsprep.org

- Collaborates with faculty, staff, students, parents, and guardians to foster a school climate that is conducive to learning and supports the cultural priorities of St. John's Prep.
- Seeks input from students to arrive at a strategic vision for student life programming that is centered around the spiritual, social, emotional, intellectual, physical, and aesthetic domains of wellness, and best meets the needs of young men in grades 6 through 12 at St. John's Prep.
- Oversees the continued development and implementation of a robust offering of co-curricular activities, clubs, and organizations.
- Works with members of the PLT, student life team, faculty, and staff to coordinate supervision of students during the school day and at school sponsored programs and events.
- Oversees and collaborates on class meeting programming and scheduling.
- Oversees and maintains outside school photography partnership.
- In collaboration with the PLT, supports faculty and staff to develop culturally responsive practices that promote student social-emotional wellness and appropriate student accountability systems/structures.
- In conjunction with the managing director of facilities, director of safety and emergency management, and principal/associate head of school, develops and implements campus safety and security policies, protocols, and training for students, faculty, and staff.
- Coordinates Student Council elections and serves as the PLT liaison to Student Council.
- Oversees the policies and practices related to domestic and international student travel experiences.
- Coordinates bus routes and transportation for students to and from St. John's Prep.
- Annually reviews the Middle School and High School Student Handbooks and makes recommendations for any changes to the principal/associate head of school.
- Participates in the work of the Gender Task Force, Student Leadership Task Force, international student support team, and wellness team.
- Supervises and evaluates the deans of students, school nurses, freshman life coordinator, international student life coordinator, club moderators, and student life assistants.
- Collaborates with the associate principal for grades 6, 7, and 8 to supervise and evaluate the Middle School dean of students/student life coordinator.
- Collaborates with CFO and principal/associate head of school to develop and maintain the student life budget.
- Performs other duties and responsibilities as assigned by the principal/associate head of school.

Education and Experience

- Master's degree in Educational Leadership or Student Personnel
- A minimum of 10 years in education with at least 5 being in a leadership position focused on student life

- Outstanding leadership skills and demonstrated record as a team player who collaborates well with others and is invested in building school culture.
- Commitment to continued professional learning and growth
- Willing to engage in professional learning and work focused on diversity, inclusion, equity, justice and belonging
- Strong communication skills, interpersonal and presentation, for engaging with parents, guardians, students, faculty, staff, and trustees
- Ability to be agile and innovative in addressing issues
- Strategic problem solver and active listener who can understand, support and address the complex realities of an independent, Catholic, Xaverian Brothers Sponsored School for young men in grades 6-12

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

All members of the faculty are expected to give witness to the Xaverian and Catholic mission of St. John's Preparatory School by acting as servant leaders capable of modeling and actively promoting Xaverian and Catholic values. In addition to classroom teaching responsibilities, we encourage all members of the faculty to be involved in the life of the school beyond the classroom through a wide range of co-curricular, intramural, and interscholastic programs. For more information about St. John's Prep, including our academic, spiritual, and student life programs, please visit www.stjohnsprep.org.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit www.stjohnsprep.org.

Interested candidates are asked to apply via the online [Application for Employment](#) found on the Employment page of stjohsprep.org. Candidates will need to upload a cover letter, resumé, and academic transcripts if applying for a faculty role. Please, no phone calls.

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