



CRISTO REY JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

Principal and Director of Academics

School: Cristo Rey Jesuit College Preparatory School of Houston (“CRJ”)

Department: Academics

FLSA Classification: Exempt

Employee Type: FT/12-mo

Reports To: President

The Job:

Catholic Identity and Cristo Rey Jesuit Mission

- Ensures that the school’s mission, vision, its Catholic identity and Jesuit charism are used to drive school decisions and positively support all school stakeholders.
- Ensure liturgical practices, prayer, and Catholic and Jesuit culture are integrated into school life.
- Allocates time and resources for the work of Campus Ministry.

Teaching and Learning

- Creates a system for supporting teachers by ensuring teachers receive timely and meaningful feedback that strengthens their professional practices.
- Leads the implementation of a college preparatory curriculum, which is written, viable, systematically monitored and revised, and reflects the Catholic, Jesuit nature of the school.
- Plans and executes a program of professional development informed by observations of instructional practices, school culture, and student achievement.

School Culture and Family Engagement

- Creates a culture of continuous improvement focused on high expectations and high support.
- Develops a school environment that values the unique gifts of all students, families, and staff and bears out the Catholic identity of the school.
- Ensures that all families are welcomed as respected and valued partners in their child’s education.

Accreditation, Affiliations, and Sponsorship

- Follows all requirements and considers recommendations from the Texas Council of Catholic Bishops – Education Department (TCCB-ED) and the Galveston-Houston Archdiocese. Ensures that the school is fully accredited under the TCCB-ED Guidelines. Guides the school through the TCCB-ED accreditation process every seven years and ensures annual reports are completed fully and on-time.
- Implements and follows the Mission Effectiveness Standards of the Cristo Rey Network and actively participates in data procurement and analysis as well as other academic initiatives and professional development as provided by the Cristo Rey Network from time to time.
- Establishes a plan to encompass the Ignatian Pedagogical Paradigm, the Characteristics of Jesuit Education (1986), the Universal Apostolic Preferences of the Society of Jesus (2019), and the Jesuit Schools Standards and Benchmarks as outlines in Our Way of Proceeding (General Congregation 34 - Decree 26) into the academic curriculum and extracurricular activities. Works



closely with the Jesuit sponsors and the Jesuit Schools Network to ensure the appropriate understanding and progress of these goals.

Management Responsibilities:

- Protects the rights and confidentiality of students and staff.
- Establishes and communicates clear expectations for professional practices and student outcomes. Delegates tasks and responsibilities in ways that benefit from each individual's unique knowledge and skills and supports their growth. Develops and executes strategies to improve performance of Faculty and holds faculty accountable, including individual coaching and support plans and performance improvement plans. Ensures good performance is regularly recognized not only focusing on areas of improvement.
- Works closely with the Academics and Admissions Committee of the School's Board of Trustees in developing and implementing these strategies.
- Participates in all Academic hiring decisions and works closely with HR to ensure candidates have the proper qualifications.
- Ensures both the Academic Organization Chart/Structure and all Job Descriptions are current and available to all relevant employees.
- Conducts an annual survey of the students and faculty (parents every other year) and, with school leadership, develops analysis of the survey and action steps to address any issues learned from the survey.
- Follows federal and state laws and establishes high standards for professionalism and discretion when handling personnel issues.
- Actively participates in and supports the school-wide leadership team and promotes the integration and importance of Academics and Corporate Work-Study Program (CWS) as part of a college preparatory experience, ensuring clear communication of shared expectations for students.
- Designs and executes processes and systems for progress monitoring goals and metrics across all critical areas (particularly Pillar 3 - Academics and College Success) of the 2023-28 CRJ Strategic Plan.
- Directly or indirectly manages and/or has responsibility over CRJ's: (1) Campus Ministry Department (in conjunction with the School Chaplain); (2) Athletics Program; (3) Student Life (clubs, celebrations, relationship with Boys and Girls Club, etc.); (4) College Success Department (including all College Counseling, College Readiness Classes, and Alumni Support endeavors); and (5) Emotional Health Counseling and the School's nurse.

Job Duties: Include, but are not limited to:

1. Principal agrees to be present and available for service of the School within the School Period.
2. Principal agrees to act in a manner as outlined in the mission, objectives, and policies of the School as articulated in the Employee Handbook.
3. Principal agrees to participate in administrative and leadership meetings, student supervision, record-keeping and reporting, parent-teacher relations, and other duties as assigned.



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4. Principal agrees to participate in major school events including but not limited to the Mass of the Holy Spirit, Back to School Event, Open House, Baccalaureate Mass, and Graduation.
5. Principal agrees to respect and help form the spiritual values of the students and to support the Jesuit, Catholic identity of the School by exemplifying in his/her own actions the characteristics of Christian living, being a leader of prayer, and supporting the liturgical and spiritual life of the school.
6. Principal agrees to participate in the faculty and staff formation in Ignatian Spirituality, Ignatian Pedagogy, and Jesuit education.
7. Principal agrees to support and promote the success of the Corporate Work-Study Program.
8. Principal agrees to actively implement the Code of Conduct and Disciplinary Procedures as outlined in the Student Handbook when applicable.
9. Principal agrees to undergo a School-initiated initial and 3-year criminal background check, to complete required trainings, including but not limited to, an Archdiocese of Galveston-Houston Catholic Mutual Group Safe Haven online training seminar on child abuse and mandatory reporting, and to repeat their Safe Haven online training every 5 years.
10. Principal agrees to accept any special assignment that may be required for the efficient operation of the School, as assigned by the President.
11. Principal agrees to build rapport and trust with people from diverse socio-economic and cultural backgrounds, including underrepresented urban youth and first-generation college students.

Qualifications

- The principal/head of school must be a practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual leadership development as defined by and monitored by the Ordinary and Superintendent of the Archdiocese of Galveston-Houston.
- Demonstrated ability to serve as a faith leader of the school
- Demonstrated ability to work in partnership with low-income students and their families
- Ability to establish goals and expectations for professional practices and students' outcomes
- Evidence of deep knowledge of curriculum organization, effective pedagogy, and assessment
- Practice collecting, analyzing, and using data to guide action
- Demonstrated understanding of the college qualification and acceptance process
- Commitment to personal/professional integrity and moral character
- Master's degree or working towards a Master's degree in an educational field
- At least three years of relevant teaching experience
- Experience in school leadership preferred

Additional Skills

- Strong written and oral communication skills
- Ability to anticipate barriers and needs
- Critical thinking and prioritization



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- Collaborating with others and gathering input when assessing progress-to-goal and developing strategies and solutions
- Motivating and influencing others to achieve
- Ability to build and maintain relationships of trust with all members of the school community
- Desire to receive and use feedback to improve their professional practices Bilingual (Spanish) highly desirable

Equal Employment Opportunity

Cristo Rey Jesuit is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state or local laws.

Please submit resumes at jobs@crstoreyjesuit.org