



## **St. Andrew Nativity School Principal**

### **ABOUT US**

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program are for the purpose of breaking the cycle of poverty through education. The school is staffed by professional educators and committed volunteers. Nativity School forms young “people for and with others” who are dedicated to bringing all their talents to fullness and to using them to serve their families and their community.

**St Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. Individuals of color and those able to speak Spanish are especially encouraged to apply.**

### **POSITION SUMMARY**

St Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. The Principal has the primary responsibility for achieving the mission of St. Andrew Nativity School by cultivating a vibrant and meaningful formation program that includes culturally responsive and collaborative working relationships with students, faculty, staff, alumni, families, volunteers, board members and donors. The Principal serves as the primary Ignatian educator with students, faculty, staff, and families on their formation journeys. They engage in ongoing personal, professional, and religious development in order to sustain a vibrant community committed to the mission of Jesuit education.

**The School will consider applicants for a permanent or interim Principal position.**

### **ESSENTIAL JOB FUNCTIONS**

#### **Academics: Curriculum and Instruction**

- Guides faculty in the development of a standards-based curriculum that meets the educational needs of diverse learners including many students whose second language is English.
- Collaborates with faculty to create and implement the annual school improvement plan. Oversees the ongoing assessment of the academic program and student progress towards academic and other outcomes.
- Supervises and/or delegates to faculty and staff the school’s daily operation. This includes the scheduling of classes, extra-curricular activities, afternoon study hall,

enrichment, athletics, parent activities, community events, and volunteer coordination.

- Responsible for summer school and Summer Academy.
- Hires, supervises, and evaluates all faculty and staff who are direct reports.
- Plans and executes ongoing professional development for faculty and staff.
- In collaboration with the President, creates the formation of the faculty and staff in the Ignatian and Jesuit charism of Nativity School.

**Students**

- Oversees the admissions process, including applicant recruitment, admissions programming, and student selection.
- Leads staff to provide supervision and development of students with regard to academic and behavioral performance and ensures a safe and healthy learning environment. Sets ambitious, data-informed goals for student success while implementing restorative and culturally responsive practices.
- Along with the director of Graduate Support, builds relationships with local secondary schools and gives input to the high school placement process. Participates in alumni events.
- Works in collaboration with the Family Partnership Coordinator and the Counselor to provide a dynamic Family Engagement Program that includes parent meetings, teacher conferences, parent education, celebrations, and mass.
- In collaboration with the President, makes decisions regarding student retention.

**Faith Formation and Community Development**

- Works with the campus minister to ensure the ongoing development of the Nativity faith community in the Catholic, Jesuit tradition.
- Maintains positive relationships with the Archdiocese of Portland, the Catholic Schools Superintendent, St. Andrew Parish, Jesuits West, Nativity Miguel Coalition and Jesuit Schools Network.

**Administration**

- Works in collaboration with the St. Andrew Nativity School management team to ensure the functionality, cleanliness, and security of the building and grounds; the implementation of the nutrition program; the development of the annual budget; and the school's safety program / emergency planning.
- Updates the Board of Trustees on school related news. Participates with the Trustees on the strategic plan.

**EDUCATION, QUALIFICATIONS AND LICENSES/CERTIFICATIONS**

- Bachelor's degree required. Master's/administrative license preferred.
- Certified teacher required and Administrative License or Licensed School Counselor preferred.
- Experience working in a faith-based organization preferred.
- Classroom teaching experience required.
- Culturally responsive practice required. Bilingual in Spanish preferred.
- Be able to motivate and work with middle school students from diverse cultural, ethnic, and economic backgrounds.
- Possess physical and emotional stamina.
- Work closely with the President, Trustees, and others to garner community resources to allow Nativity School to maintain an exceptional program for middle school students.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to lift 25 pounds without help.
- Ability to look at a computer monitor for long periods of time.
- Ability to sit for long periods of time.
- Physically able to assist, when necessary, with event setup and breakdown.
- Ability to work in an environment dealing with a wide variety of challenges, deadlines, and interpersonal relationships.
- Must be able to pass a background check.
- Must be vaccinated against COVID-19.

## **GENERAL INFORMATION**

- Reports to the President of the school.
- 12-month contract with generous vacation.
- Work hours may vary, including nights, weekends, and occasional travel.
- Generous benefits including health, dental, and a 403(b) retirement plan.
- Salary DOE.

## **APPLICATION**

- Applications will be accepted until the position is filled.
- Send a cover letter and resume to [glane@nativityportland.org](mailto:glane@nativityportland.org) or mail to:  
Grace lane  
St. Andrew Nativity School  
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Portland, OR 97211