



Nativity Preparatory Academy
Principal

Nativity Preparatory Academy of Rochester is seeking a Principal for our Rochester, NY middle school. Reporting to the President, the Principal is the chief academic officer responsible for overseeing instruction, curriculum, assessment, and professional development. The Principal is an active partner with the President in meeting the school's mission of transforming the lives of low-income students through an education that provides strong academic grounding coupled with a sense of spirituality, morality and personal responsibility. Learn more about us at www.nativityrochester.org.

EXPECTATIONS:

Leadership for Mission

- Understands, models and embodies the fundamental values and beliefs of the School's mission, ensures that these characteristics are consistently applied across all school programming, and serves as the educational and spiritual leader for students, faculty, interns and staff.
- Establishes a culture of excellence in academic achievement, overseeing the academic and co-curricular programs of the school.
- As a primary "face" of the school, ensures, represents, and communicates the mission, history, philosophy, and programs of the School to its various constituencies.
- Fosters a culture of active communication to staff, students, parents and all other constituencies of the school. Sets a positive tone and is a visible presence throughout the school to ensure a consistent "culture" that reinforces the mission of the school.

Academic Instruction and Evaluation

- Provide exemplary leadership to all members of the school community to achieve outstanding performance in the school's mission of preparing each student for high school and beyond.
- Inspire, develop and support the school's faculty.
- Oversee curriculum development and assessment.
- Research, develop and Implement effective internal and external assessment and use data to inform decisions.
- Ensure strong consistency within the school program and curricular alignment with state and other rigorous standards.
- Select and share effective curricular and instructional practices from and with other schools.
- Serve as point person for all teachers, students and families on academic issues.

- Coordinate all professional development activities, staff observations, curriculum development, staff communication, and scheduling and program decisions.

Student Support and School Culture

- Collaborate with faculty to maximize the ability of the school to support students academic and socio-emotional development.
- Provide leadership to faculty and students in establishing a positive, structured, achievement-oriented, and fun school culture.
- Oversee students academic and behavioral program, including disciplinary decisions, enforcement of policies, scheduling and class decisions, educational program, and assessment and accountability.
- Foster consistency in academic and behavioral expectations in and out of class.
- Collaborate with the Director of Student Support to assure the availability of needed support for students and graduates.
- Work with appropriate faculty and volunteers to ensure the smooth administration and effectiveness of the after-school enrichment programs

Family Support

- Maintain communication and relations with the families of the school, ensuring they are kept involved with and held accountable for their student's academic and behavioral performance.
- Communicate regularly with families regarding student performance and academic achievement.
- Work to plan, coordinate, and support family meetings.
- Respond to family concerns promptly and effectively.

REQUIREMENTS / QUALIFICATIONS

- A practicing Catholic whose life and values reflect and support the Catholic and Jesuit dimensions of the school's mission
- Masters in education or administration; or Bachelor's in education and Master's in related field; administrative experience in an educational setting is preferred
- Experience in urban education
- Minimum five years teaching experience, preferably at the middle school level
- Sensitivity to the ethnic, linguistic, racial, socio-economic, and religious backgrounds of the students
- Proven ability to motivate and develop others and create positive workplace environment
- Excellent written and oral communication skills
- Ability to articulate the school's mission

Interested candidates should electronically send a statement of interest and resume to:

John R. Mattia
 President, Nativity Preparatory Academy
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