

Our Mission:

Cristo Rey Sacramento, rooted in the traditions of the [Sisters of Mercy](#) and the [Society of Jesus](#) (Jesuits), *transforms* lives by providing a Catholic, college preparatory education and professional work experience to high school students with limited financial resources.

Why Cristo Rey?:

- **Investment In Teacher & Staff Development:** At Cristo Rey Sacramento, we believe that a long-term investment in our teachers and staff is critical to providing an effective and rigorous curriculum for our students. Professional development provides an array of best practices, while allowing for a healthy balance between teacher autonomy and peer collaboration.
- **Meaningful and Necessary Impact:** Cristo Rey offers a Catholic, college-preparatory education to students from underserved communities. Our Cristo Rey faculty & staff have a transformational impact on the lives of our students, who in turn have a transformational impact in their own families and our communities.
- **Leadership & Community Involvement Opportunities:** We strive to offer multiple opportunities for adult leadership and community involvement that include: athletic coaching, extracurricular mentoring and club moderating, instructional leadership team, Title I tutoring program, and credit recovery support. If there are programs that you are interested in building that do not currently exist, we encourage faculty and staff initiative to bring these ideas to life.
- **Integrated Work Study Program:** Cristo Rey provides a unique Work Study program, providing every student with 4 years of corporate work experience. Due to the nature of this Work Study program, usually only 3 grade levels are on campus each day.

We Want Applicants Who:



Support the Cristo Rey Mission: Desires to uphold the mission of Cristo Rey Sacramento by integrating academic instruction with Cristo Rey High School's Corporate Work Study program and Catholic faith, specifically the charisms of our religious sponsors (Sister of Mercy and Society of Jesus).



Demonstrate Commitment to Academic Excellence: Recognizes the importance of academic excellence as demonstrated through effective curriculum design and classroom instruction that includes (but is not limited to): backwards design, standards alignment, formative/summative assessment, effective classroom management, and integration of executive function skills.



Strive for Professional Growth: Commits to lifelong learning through participation in regular all-school professional and faith learning, in addition to seeking opportunities for outside professional development through our Title funded programming.



Desire Peer Collaboration: Seeks to be a member of a community who upholds that value of teamwork, collaboration, and collegiality. Ideal applicants are excited to support and grow with colleagues, welcome classroom observations and feedback, and recognize that there is something to learn from all community members.



Adopt a Growth Mindset: Applicants hold the belief that *all students can and will learn*. They fully embrace challenges, persist through obstacles, learn from criticism, and seek out inspiration in others' success.

Job Summary:

As the chief academic officer of the school, the Principal provides mission leadership for faculty and students and assures the orderly functioning of the school. The Principal is responsible for teaching and learning through a well-developed curriculum executed by an excellent faculty using evidence-based instructional strategies. The Principal is a member of the school's leadership team, actively collaborating with the Director of the Work Study Program, Director of Advancement, Director of Finance, and Director of Admissions. Moreover, in addition to academic leadership, the Principal is expected to be a spiritual leader within our community, embracing and modeling the charisms of our religious sponsors.

Cristo Rey Sacramento is looking for a leader who can effectively and consistently deliver on our Mission, collaborate and creatively serve the community for the benefit of the young adults entrusted to our care.

Primary Responsibilities:

- Directs the recruitment, selection, and retention of faculty, assistant principals, other instructional and extracurricular staff who are best fitted to the mission of the school.
- Leads the implementation of the common, rigorous, college-ready curriculum so that all students can achieve at high levels, while also attentive to the academic needs of our students; i.e. understanding that many of our students come to us 2+ grade levels behind.
- Leads teachers towards consistent use of evidence-based instructional strategies with a high probability of increasing student achievement.
- Leads teachers in interpreting and using student achievement data to inform instruction.
- Develops and executes an effective faculty professional development program in collaboration with the academic vice principal, ensuring classroom impact.
- Uses a research-based framework to routinely coach and supervise teachers, completing a summative evaluation for every teacher every year.
- Supervises, develops, and evaluates non-instructional personnel, including Academic Vice Principal, Dean of Students, guidance personnel, college counselor, Academic Support, Registrar, Alumni Advisor, Campus Minister, Athletic Director, extracurricular personnel, volunteers and clerical staff. In cases where employees work across multiple departments, collaborates with fellow supervisors to develop a continuity of expectations.
- Leads the faculty to perform at high levels, demonstrating the ability to skillfully facilitate meetings and work sessions.
- Coordinates, develops, and supervises teacher leaders (discipline team leaders, grade level team leaders, etc.)
- Develops a calendar and schedule that organizes time sufficient to increase academic achievement.
- Oversees the process of academic reporting and recording, including grade reports, transcripts, permanent records, quarterly progress reports, parent-teacher conferences, honor roll, class rank, and academic recognition, collaborating with the academic vice principal and/ or registrar where appropriate.
- Collaborates with the Director of Admissions, Director of the Work Study Program, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget.
- Identifies program needs on an ongoing basis and constructs and oversees the academic budget to achieve identified needs.
- In collaboration with the Dean of Students, supervises student discipline within the school, while also cooperating with the Director of the Work Study Program in administering the discipline program.
- In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students.
- Oversees and coordinates, with the Director of the Work Study Program, the scheduling, student work assignments, discipline and overall progress of the students and the scheduling of the school calendar and programs.
- Reports at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Directors.
- Reports weekly to the school President regarding goals, progress, and identified metrics.
- Attends routinely and participates actively in regularly scheduled leadership team meetings, including Board of Directors meetings.
- Oversees the selection and inventory of all instructional resources and materials, collaborating with the Director of Finance for purchase, as well as stewardship of the budget.
- Ensures the appropriate use of instructional technology and its integration within the academic curriculum.

- While others may be charged with extra and co-curriculars, is aware of and supervises student activities.
- In collaboration with the Director of Finance and Operations, coordinates the use of the school facilities.
- Develops, implements, and supervises a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Coordinates standardized testing (ACT, SAT, AP, etc.) or when applicable supports the Testing Coordinator.
- Oversees summer academic enrichment and/or remediation programs.
- Oversees the development and maintenance of school accreditation with the identified national/state accrediting agency.
- Develops, implements and oversees use of Title and other government funding, as applicable, ensuring the use of maximum amount of funds possible.
- In partnership with the executive leadership team, actively engages and supports the efforts of the Sisters of Mercy – Mercy Education Network and the Society of Jesus (Jesuits) - Jesuit School Network (provincially and nationally).
- Collaborates actively with the Cristo Rey Network national office and colleague principals.
- Represents the school at meetings of principals for the Cristo Rey Network, our religious sponsors, and the Diocese of Sacramento.
- Assumes other duties as assigned by the school President

Benefits:

- Salary range: \$85,000.00-\$95,000.00.
- 100% employer paid health, dental, vision, life insurance and LTD to all of our full-time employees. Health, dental and vision benefits at 50% employer paid for dependent coverage.
- 401K benefits to all full-time employees with an employer contribution of 2% of the employees annual salary, after a 12 month waiting period.

Qualifications: We are seeking applicants for this position who support the mission of Cristo Rey Sacramento, demonstrate commitment to academic excellence, strive for professional growth, desire peer collaboration, and adopt a growth mindset. In addition, applicants should possess:

- Master's degree in relevant field
- Principal's Licensure/ Administrative Credential
- At least three years of experience supervising and evaluating faculty and staff in academic leadership capacity
- Familiarity with Title and other government funding; i.e. how to apply and use it efficiently and effectively
- Commitment and capacity to serve and connect on a personal level with low-income, urban, minority students
- Demonstrated commitment to Catholic, faith-based education
- Demonstrated ability to connect with and engage urban families
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Strong background in a rigorous, standards-based, college-ready curriculum
- Demonstrated success as an instructional leader who creates a culture of continuous improvement
- Evidence of an ability to analyze and utilize data to increase student achievement
- Understanding of confidentiality of student records and information
- Excellent written and oral communication skills
- Exemplary interpersonal skills with faculty, staff, parents, students and community member
- (Fluency in Spanish preferred)

Application Materials: Email the following application materials to Rev. Christopher Calderón, S.J., President (ccalderon@crhss.org):

- **Statement of Leadership Philosophy**
- **Writing Prompt:** Please [watch the video clip linked here](#) and draft a response to the following prompt (1-page max): *As a Cristo Rey school, we seek to effect transformational change at every level. As a new principal, what would be your way of proceeding in the first 30 days to understand what this means to our community in particular?*
- **Current Resume**
- **Copies of Transcripts and Credentials**
- **List of 3 References**

Applications will be accepted on a rolling basis until the position is filled. Candidates are encouraged to apply as soon as possible. Only qualified candidates will receive a response.

Non-Discrimination & Equal Employment Opportunity Policy: Cristo Rey Sacramento is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.