



Assistant Principal

Our Mission:

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama integrates college preparatory academics and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life. We are part of the growing national Cristo Rey Network of 37 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional experience, and spiritual formation.

Position Summary

Reports to School Principal

The Assistant Principal, in collaboration with the Principal, assumes responsibility for the quality of the instructional program at Holy Family Cristo Rey. The duties of the Assistant Principal span several areas, including but not limited to: instructional and organizational leadership, student achievement, staffing, and retention. The Assistant Principal works as an integral member of the school administrative team, actively collaborating with the Principal, other academic staff, and faculty to ensure that the school operates as a high functioning, student-centered learning environment that prepares students for both college and life.

Primary Responsibilities

Shared Leadership of Instruction and Academic Growth

- Promote a rigorous, faith-based, college preparatory curriculum, ensuring vertical and horizontal alignment that fulfills the school's mission.
- Work closely with the principal and faculty to develop Holy Family Cristo Rey's college-prep academic culture.
- Work closely with the principal to orient new staff, determine the faculty's professional development needs, and help design and lead high-impact professional development to ensure teacher growth.
- Provide high-impact instructional coaching to a portfolio of teachers, including weekly observations and feedback.
- Maintain a consistent and visible presence to both students and faculty throughout the building during the school day as well as at school-based events outside of the regular school day.
- Work collaboratively with faculty and Principal to develop and refine instructional and

classroom management best practices.

- Coordinate substitute teachers when needed

Student Success

- Ensure robust and effective data-driven student support through systematic, ongoing oversight of student performance data and strategic coordination of the Student Support/Academic Team and other staff to identify and provide appropriate resources.
- Work closely with the principal, dean of students, and social worker to ensure effective support and accountability for students struggling with attendance and/or behavioral concerns.
- Work closely and effectively with parents and families in support of students struggling to meet expectations.
- Coordinate and help execute effective, responsive parent-engagement events to strengthen connections between parents and the school.
- Work closely with students, teachers, and parents to support student success and growth.
- Co-design and oversee events that proactively nurture a positive academic culture, including those that recognize students' accomplishments, nurture student growth, and forge strong community identity.
- Encourage an open-door policy through which students and faculty are invited to share concerns in an environment that is welcoming and constructive.
- Assist the Principal in overseeing summer academic enrichment and/or remediation programs
- Foster an environment in which faculty, both new and returning, adhere to school policies and embrace the HFCR mission and identity of the school.

Logistics

- Work with the Principal on the design, implementation, and execution of the master schedule.
- Ensure clear and coherent daily and yearly schedules for students and faculty, including alternate schedules on days with special events (e.g. Mass or assembly) or other divergences from the normal routine.
- Work with the Principal, student data personnel, and main office staff to manage the student information in PowerSchool, and ensure accurate reporting of student data and achievement.
- Assist with the coordination and administration of college-access testing (SAT, etc.); guide the school, academic departments, and the school in effectively analyzing and responding to student performance data
- Serve as the Title I Coordinator for our school, attend all private school Title I meetings or

trainings as needed, implement and manage the Title I program at HFCR ensuring that funding documents are properly processed and organized in alignment with Title I requirements

- Act as the school Principal in the event she is unavailable.
- Assist the Principal in overseeing the development and maintenance of school accreditation with the identified national/state accrediting agency (Cognia)
- Assist the Principal in coordinating the use of the school facilities
- Assist in ensuring student safety at athletic events by rotating with Principal, Dean of Students, and Athletic Director attendance at athletic events
- Participate in professional development offered by local organizations or the Cristo Rey Network
- Assume additional responsibilities as deemed necessary by the principal to advance the Holy Family Cristo Rey mission

Professional Presence

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy and love, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, CWSP staff, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.

Qualifications and Skills

- Master's Degree in Education Leadership or related field preferred. If not currently a certified administrator, must be actively pursuing appropriate credentialing/certifications
- Experience in the area of high school curriculum and supervision of instruction
- 3-5 years of effective teaching in a low-socioeconomic environment is preferred
- Track record of leading adults and shaping a high-performing culture of teaching and learning
- Highly collaborative, dynamic leader with the ability to manage a large number of professional relationships with a variety of stakeholders

- Excellent verbal and written communication skills required
- Relentless focus on results, high level of accountability, and willingness to do “whatever it takes”
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- Ability to thrive in a fast-paced, entrepreneurial school environment