

## EXPEDITED SEARCH CRISTO REY BOSTON PRINCIPAL

---

### MISSION STATEMENT

A Catholic high school exclusively serving families of limited economic means, Cristo Rey Boston educates young people to become men and women of faith, purpose and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life.

### ORGANIZATION

[Cristo Rey Boston High School](#) is a member of the national [Cristo Rey Network](#), an association of 32 Catholic schools serving 10,000 students in 21 states. The mission of the Cristo Rey schools is to prepare low-income students to enter and graduate college through a rigorous curriculum and a unique work-study program in which all students work at entry-level jobs in local businesses.

### OUR STUDENTS

Cristo Rey Boston serves 361 students, of which 90% are students of color (largest representations: Hispanic, African American, Cape Verdean, and Haitian). The average family income is \$21,900 for a family of four, and 86% of students qualify for the federal free/reduced lunch program. Cristo Rey's free/reduced lunch population is among the highest of any school, public or private, in the city of Boston, and serving the city's lowest income students is central to the school's mission. Cristo Rey Boston is growing its enrollment to 400 students over the next two years.

As a sponsored ministry of the Roman Catholic Archdiocese of Boston, Cristo Rey Boston integrates faith into all aspects of the school's culture and offers students the opportunity to participate in retreats, Masses, community service programs and other faith activities. The school is open to and embraces young people and staff of various faiths and cultures.

Prior to attending Cristo Rey, 90% of the school's students attended Boston public and charter middle schools, with 10% of the student body coming from Catholic and other private schools. More than 425 8<sup>th</sup> graders visit Cristo Rey each year and commence the application process during their visit.

The average freshman enters Cristo Rey Boston High School at the 7<sup>th</sup> grade level in math and English, and 20% of the entering 9<sup>th</sup> grade class reads below the 6<sup>th</sup> grade level. The school has developed an intensive 9<sup>th</sup> grade academic program that includes double-block classes in math and English, a proficiency program designed to remediate skills students should have learned by the end of 8<sup>th</sup> grade, and meetings with an academic support specialist for those identified as needing additional supports. By senior year, every student must take at least one Advanced Placement class, and over the past seven years 100% of the graduating senior class has been admitted to at least one four-year college or university. During this period, 90% of our graduates enrolled in college the fall after completing high school.

### CORPORATE WORK STUDY PROGRAM

The work-study program gives students an authentic experience of working in Boston area businesses, teaches them the expectations of the corporate world, affords young people an opportunity to add value to the places where they work, and provides a way for urban youth to finance the majority of the cost of their private, Catholic college preparatory education. Each student from 9<sup>th</sup> grade through 12<sup>th</sup> grade works five full days per month from September through June. Over a 183-day school year, students have 143 days of academic classes and 40 days of work. A staff of four people directs the program, supports supervisors who work with our students at more than 120 companies in Greater Boston, and ensures that each student is doing real work at each placement. Beginning in mid August, incoming 9<sup>th</sup> grade students attend a summer training program taught by our teachers that prepares them for their academic and work experiences.

Cristo Rey Boston generates 60% of its operating funds from the Corporate Work Study Program, 10% of costs are covered by a modest tuition charged each family, and fundraising takes care of the remaining 30% of operating expenses. Cristo Rey Boston High School spends approximately \$12,323 per student, less than most public and private schools.

### SCHOOL CULTURE

The faculty and staff of Cristo Rey Boston High School are passionate about serving low-income students and continually look for ways to improve. Our culture is characterized by high expectations and high support. We know that the young people who come to us bring challenges and academic and social-emotional skill gaps, and also that they are tremendously talented, engaged, and resilient. We seek to nurture a school community that is safe, positive and inclusive, and one that students and adults are proud to be part of. To do that, we work to build community in classrooms and build relationships with individuals. Our students speak of the CRB Family, and are proud that they take care of one another. When students don't meet our expectations, we aim to respond in ways that educate them and help them grow. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.

## THE POSITION

Reporting to the President of the school, the Principal is the chief academic officer and instructional leader of Cristo Rey Boston High School, responsible for student learning through a well-developed curriculum executed by a trained and coached faculty. The Principal, supported by the Vice Principal for Academics and the Vice Principal for Student Life, provides mission leadership for faculty and students, assures the orderly running of the school, and directs the day-to-day operations of the school's academic, religious and extracurricular life.

The Principal is a member of the school's Management Team, actively collaborating with the Corporate Work Study Program Director, Development Director and Business Manager. He or she oversees a faculty and staff of over 50 full and part-time people, including AmeriCorps volunteers, and manages the majority of the school's operating budget.

## SPECIFIC RESPONSIBILITIES

The Principal's primary responsibilities are to:

- Recruit, select, and retain faculty, administrators, instructional and extracurricular staff who are best fitted to the mission of the school
- Conduct regular classroom observations to maintain a visible and active leadership role throughout the building, as well as to provide teachers and classroom staff with valuable feedback to further develop their professional skills
- Use a research-based framework to routinely coach and supervise teachers and staff, completing an evaluation for every faculty and staff member every year
- Ensure the implementation of a rigorous, college-ready curriculum so that all students can achieve at high levels
- Cultivate a solution-based culture that addresses student struggle as a predictable problem to be proactively, creatively and collaboratively solved
- Lead teachers in interpreting and using student achievement data to inform instruction
- Develop and executing an effective faculty professional development program, ensuring classroom impact
- Develop a school culture that is accepting of all students, valuing the gifts each brings to the school
- Supervise, develop, and evaluate other academic personnel, including administrators, Dean of Students, counseling personnel, college counselor, Campus Minister, Athletic Director, Americorp volunteers, extracurricular personnel, volunteers and clerical staff
- Develop a calendar and schedule that organizes time reflecting a prioritization of observation of student learning and instruction
- Oversee 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
- Oversee the Admissions Process and collaborate with the Director of Admissions, Director of Work Study, and President on student admission guidelines, process, timelines, and enrollment goals consistent with the school's approved operating budget
- In collaboration with all staff, oversee the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the personal and academic success of their students
- Oversee and coordinating, with the Director of the Corporate Work Study Program, the scheduling, student work assignments, discipline and overall progress of the students and the scheduling of the school calendar and programs
- Report at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees and the Board of Directors
- Supervise all extra-curricular activities
- Develop, implement, and supervise a cohesive, four-year plan for effective delivery of the college preparation program, including managing relationships with colleges, summer programs, and alumni support
- Coordinate standardized testing (ACT, SAT, AP, etc.)
- Oversee summer academic enrichment and/or remediation programs
- Collaborate actively with the Cristo Rey Network national office and colleague principals
- Represent the school at meetings of principals for the Cristo Rey Network, and the diocese
- Coordinate the use of the school facilities
- Oversee the school's collaborative efforts with charter and public schools
- Maintain all student records as required by the state and the Archdiocese
- Oversee all work associated with maintaining accreditation with the New England Association of Schools & Colleges (NEASC)
- Serve as the point of contact with area Schools of Education that place student teachers at Cristo Rey Boston
- Approve and supervise all school expenditures within the budget authorizations
- Identify program needs on an ongoing basis and construct and oversee the academic budget to achieve identified needs
- Report weekly to the President regarding progress and plans, and attend and participate in weekly Management Team meetings
- Assume of other duties as assigned by the school President

## THE PERSON

### QUALIFICATIONS AND EXPERIENCE

Candidates for Principal should have the following qualifications and experience:

- Catholic
- Master's degree
- Proven commitment and capacity to serve and connect on a personal level with low-income, urban, minority students and families.
- Demonstrated ability to connect with and engage urban families
- At least three years of experience supervising and evaluating faculty and staff
- Demonstrated ability to inspire, lead and work collegially with faculty and staff
- Demonstrated success as an instructional leader who created a positive environment for continuous school improvement
- Evidence of an ability to analyze and utilize data to effect school improvement
- Fluency in Spanish is a plus
- Experience managing a school budget is a plus

### LEADERSHIP AND MANAGEMENT COMPETENCIES

The Principal of Cristo Rey Boston High School must have a demonstrated interest in Catholic, faith-based education and be a strong instructional leader. The Principal must possess exceptional leadership and management skills to lead faculty and staff, challenge students to high levels of achievement, and engage families. The focus of the job is on achieving results that are aligned with the mission of preparing urban young people to enter and graduate from college.

Initiative, coupled with a competitive drive and the ability to stay focused on results despite changing conditions, is critical to the Principal's success at our school. The work involves innovation, creativity and an ability to manage a variety of activities and situations. A leadership style that is firm and goal oriented, yet motivates, trains, and engages others in an enthusiastic way is important. The emphasis on building rapport and relationships with students, faculty, staff, parents and community members requires an outgoing, poised and persuasive communication style.

The pace of the work at the school is fast. We are quick to adopt new ideas and move on from ineffective practices. The ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical. The emphasis is on results and effective systems that achieve results through and with people. An ability to delegate effectively is critical to the principal's success. The successful candidate is a strong, clear communicator who can effectively convey decisions and rationale to stakeholders. As a member of the school's management team, the Principal must be able work collaboratively with the President and other administrators to oversee the school, manage its finances, and set Cristo Rey Boston's strategic direction.

### PERSONAL CHARACTERISTICS

The Principal must have a passion and commitment for providing excellent, Catholic education to economically disadvantaged young people and must be respectful of the Church's values, faith and mission. A successful candidate is called to be part of the unique Cristo Rey mission, recognizes the educational value of the work-study program, believes in the ability of urban young people to achieve at the same level as their suburban peers, and is committed to taking our school's academic program to a higher level of achievement.

The Principal will hold himself or herself accountable for student achievement, is a lifelong learner, is diligent about staying current in research on secondary education, and strives for continuous improvement. The Principal sets high standards and is a person of exceptional commitment.

## TO APPLY

**This is an expedited search.** The new principal will begin work this summer. Please apply immediately by sending the following:

- Cover letter addressing the following:
  - o *Your motivation in applying for the position*
  - o *Your experience working with students who live in poverty and how you believe this experience will help you in this position*
  - o *Your view of how a school leader shapes school culture so that it is supportive of low income students*
  - o *Your approach and experience supervising faculty and staff*
- Resume
- Three References
- Optional: Transcripts & Professional Certificates

to:

Lilly Kasuba  
Executive Assistant to the CEO  
[lkasuba@oneilandassoc.com](mailto:lkasuba@oneilandassoc.com)