



BC HIGH

Principal Job Description

Boston College High School (BC High) seeks an experienced academic leader with experience at the secondary and pre-secondary level, who is rooted in Ignatian spirituality to become its next Principal. Similar to fellow Jesuit schools, BC High follows a President/Principal leadership model in which the President serves as the Director of the Work and leads school strategy, mission and external matters. The Principal will serve as academic leader and will facilitate communal life, fostering shared faith and prayer service for the students, faculty, staff and other members of the BC High community. This is a unique opportunity to serve at one of the nation's preeminent Jesuit, Catholic schools for boys, at an exciting time in the school's 160-year history.

With an enduring commitment to mission, BC High's vision is to nurture and transform young men of diverse backgrounds into exceptional, reflective leaders of character, compassion, and spiritual and intellectual depth, committed to building a more just and inclusive world in the Jesuit, Catholic tradition.

Facilitator of the Community of Faith

- Ensures that BC High's Jesuit, Catholic mission is developed and nurtured for all members of the community, striving to do all things *ad majorem Dei gloriam*, "for the greater glory of God."
- Provides opportunities for school liturgies, prayer services and retreats working with the McNeice Center for Ignatian Identity and Formation.
- In collaboration with the Director of the McNeice Center for Ignatian Identity and Formation, provides myriad opportunities for BC High students, faculty and staff to provide service to others, promoting justice, a central tenet of the global Jesuit mission.
- Develops and maintains a disciplinary program with the Vice President for Student Life that is reflective and consistent with the Jesuit, Catholic values of the school.
- Ensures that BC High's teaching and learning programs uphold Ignatian values of the school, Catholic Social Teaching and formation of the Grad at Graduation: open to growth, intellectually competent, loving, religious, and committed to doing justice.

Academic Leadership

- Upholds BC High's academic standards across all disciplines and areas for teaching and learning and professional growth and formation.
- Responsible for the strategic direction and management of the Principal's Leadership Team, which includes leaders for teaching and learning, student life, athletics, operations, and Arrupe Division (Grades 7-8).



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- Collaborates with members of the Principal's Leadership Team designing BC High's hallmark Ignatian pedagogy, differentiated instruction, and timely and effective feedback for educators in a Christ-centered, student focused community.
- Serves as staff liaison to the Board of Trustees' Human Excellence Committee.
- Responsible for further integrating BC High's House System, creating additional opportunities for student leaders as role models, peer mentors, participants in spiritual gatherings and a wellness curriculum.
- Leads weekly meetings of the Principal's Leadership Team, regular faculty and departmental meetings, and provides ongoing updates to the President and President's Cabinet.
- Ensures comprehensive onboarding of new faculty and academic administrative staff and ensures that professional and spiritual development opportunities span all stages of a career at BC High.
- Ensures that BC High's system for teaching and learning evaluation is timely, effective, properly documented and that feedback conversations are conducted with Ignatian values at the core.
- Works with the Vice Principal for Student Life, the Dean of Students and others to produce updated publications of school regulations for the faculty and staff and the student handbooks.
- In collaboration with the Principal's Leadership Team and Director of Human Resources, is responsible for all aspects of hiring faculty and academic administrative staff in accordance with the mission, policies and procedures of BC High. This responsibility includes athletics and other programs with temporary or seasonal employees.
- Responsible for academic personnel issues and in consultation with the President, and Director of Human Resources takes necessary action in accordance with BC High's employment policies and procedures and legal requirements.
- Reviews and develops budgets for academic, pastoral ministry, and co-curricular areas as advised by Vice Principals for submission to the President and Board.
- Maintains accreditation of the school by the appropriate agencies, including Jesuit Sponsorship Studies with the USA East Province of the Society of Jesus.



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Operational Leadership

- Responsible for delivering excellence in all aspects of a BC High education, including academics, formation of students, faculty and staff, co-curricular opportunities, athletics, college counseling and academic resources in a safe and well-maintained environment.
- As a member of the President's Cabinet, partners with school leaders in the evaluation of the institution's strategy and direction, and is actively involved in committee work to maintain the viability of BC High's long-range plans.
- Works with the Vice Principal for Operations and Risk Committee to ensure that the building safety program meets or exceeds all local and state life/safety requirements and sees that regularly planned fire, disaster, and lock-down drills are conducted.
- Administers the contracts and salary schedules for faculty and academic staff in accordance with the BC High Teachers Association, finance and human resources departments.
- Works with the President, CFO and Vice Principal for Operations to ensure that the operation of school facilities supports the school's mission and programs and makes recommendations when appropriate.
- Ensures school compliance with state, federal, USA East Province of Jesuits, and Archdiocese of Boston policies where applicable in the operation of the school.
- Supervises the school academic offices, both procedures and staff.
- Takes an active role in professional organizations, including Jesuit Schools Network (JSN) and participates in meetings for high school principals both locally and nationally.

Care for Students

- Serves as a role model and facilitator for pastoral care rooted in the Jesuit tradition of *cura personalis*, care of the whole person.
- Fosters a culture of inclusivity and belonging.
- Ensures that educators develop relationships with students with safe and healthy boundaries.



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- Is present in classrooms and at student gatherings, therefore informed and prepared to provide regular evaluation of instructional and pastoral care programs including the advisory for Arrupe Students (Grades 7-8) and the House System for high school students, with active involvement in student activities and the life of the school.
- Works with the Vice Principals in appointment and supervision of all student activity moderators.
- Works with the Vice Principals to address issues around students with academic difficulties.
- Supervises the administration of disciplinary and academic policies and procedures.
- Makes recommendations to the President for disciplinary actions after consultation with Vice Principals, and the Director of Human Resources, and legal counsel based on school policies and procedures.

Community Representation

- Collaborates with the President and Vice President for External Relations around the timely communication of critical institutional messaging to faculty, staff, students, and parents.
- Oversees the completion of all official Jesuit, JSN, Archdiocesan and state reports.
- Represents the school to the parent community, as well as inquiring families during the enrollment process.
- Maintains regular communications and relationships with parents and other stakeholders of BC High, including representatives from surrounding neighborhoods.
- Develops the school academic calendar in consultation with the President.
- Encourages alumni of the school to stay involved and promotes belonging in the BC High community.
- Participates in alumni and advancement events at the invitation of the President and/or Vice President for Institutional Advancement.
- Prepares regular school updates and presents findings to the Board of Trustees at the request of the President.



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Specific Requirements & Qualifications

- A practicing Catholic who actively participates in the life of the Church.
- Experienced school leader and manager of teachers and/or academic departments in middle and high schools, and classroom experience.
- Rooted in Ignatian pedagogy and able to articulate the tradition and values of a Catholic, Jesuit education.
- Minimum of a Masters Degree.

Office of the President

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