



Vice-Principal of Student Life

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

The Vice-Principal of Student Life is a key member of the Principal's Leadership Team. As a senior leader in a Jesuit school, the Vice-Principal of Student Life is inspired at all times by the highest Ignatian ideal of *Ad Majorem Dei Gloriam* (For the Greater Glory of God). Within this context lie the Ignatian ideals of companionship and collegiality. This relationship was modeled by St. Ignatius and his early companions and strives to uphold the virtues of being people for and with others.

ROLE PURPOSE

- The Vice-Principal of Student Life has responsibility for leading the house system at the school, the primary model for pastoral care in the high school, and leading a Head of House team consistent with Ignatian values and tradition.
- The Vice-Principal of Student Life will formulate, develop, and implement strategic initiatives related to student care and wellbeing in a faith-based context; build and foster a sense of collaboration among faculty and staff; align, motivate and inspire others in a shared vision; and produce and lead change.
- The Vice-Principal of Student Life will foster a culture of *cura personalis* (care for each individual across all of their dimensions) and inclusion, understanding that discipline exists as part of holistic care.
- The Vice-Principal of Student Life should be an exemplary leader for students and colleagues who models the way, inspires a shared vision, challenges the process, enables others to act and encourages the heart.
- The Vice-Principal of Student Life will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany faculty, staff and students.

LINE OF AUTHORITY

- The position is directly responsible to the Principal. As such, the Vice-Principal of Student Life is expected to make a significant contribution to the overall direction of the school.

ROLE ACCOUNTABILITY

- The Vice-Principal of Student Life has responsibility for the following direct reports: Dean of Students, Heads of House, nurses, and Office of Student Life staff.
- The Vice-Principal of Student Life will work closely with the other vice-principals and center directors.

SPECIFIC RESPONSIBILITIES

The Vice-Principal of Student Life will:

- Chair weekly meetings with the Heads of House team.
- Chair weekly meetings with the student council or designated formal student leadership group.
- Chair Students of Concern meetings and act as the case manager for students of concern.
- Chair the Community Council.
- Attend weekly meetings as part of the Principal's Leadership Team.
- Oversee the house mentor program.
- With the Academic Vice-Principal, Director of Professional Growth, and Vice-Principal Arrupe Division, lead and execute the professional learning program for faculty and staff.
- Work closely with the Director of Diversity, Equity, and Inclusion to support DEI programming for students.
- Conduct annual performance evaluations for all direct reports.
- Assist in classroom observations of teachers.
- Lead and encourage reflective conversations among faculty and staff that explore student wellbeing, current literature and research relating to best practice in the context of an all-boys Jesuit school.
- Plan, develop, implement, review, and evaluate all policies, projects and systems designed to improve pastoral care and all systems related to student management and wellbeing.
- Apply consistent standards of expectation in relation to student behavior, attendance, punctuality, and dress code.
- Coordinate, develop, analyse, and evaluate student programs, managing change where necessary.
- Work closely with the Vice-Principal Arrupe Division to ensure the continuity of student pastoral care across the school.
- Keep abreast of educational change locally, nationally, and internationally.
- Understand new student pastoral care methodologies and techniques recommended and employed in other Catholic, Jesuit, private, and public schools, to determine the best methods to leverage such practices in line with strategic planning.
- Have a good understanding of the theory and application of restorative practices.
- Manage student issues as referred by Heads of House, and faculty and staff.
- Advise the Principal on all aspects of student wellbeing and pastoral care.
- Oversee the co-curricular program and delegated position/s to manage the program.
- Support the Director of the Michael D. White Center for Emerging Leaders with the process for selecting student leaders.
- Coordinate activities from the student leadership group, including senior activities.
- Bear responsibility for all school dances and student-sponsored events, with the Dean of Students.
- Oversee the school's freshman and high school transfer orientation program and supervise its leaders.
- Oversee and maintain the school's substance intervention process.
- Coordinate yearly reviews of the Code of Conduct and recommend revisions to the Principal.
- Ensure the student code of behavior is enforced and oversee serious student behavior matters.
- Coordinate and preside over Accountability Boards.
- Responsible for faculty compliance with directives in the Faculty handbook.
- Coordinate large group assemblies for students, and faculty and staff.
- Oversee Freshman Convocation and Senior Awards assemblies.
- Prepare budget requests to be submitted to the principal.
- Oversee the maintenance of the school's attendance records.
- Oversee the maintenance of the school's disciplinary records.
- Supervise the school's nurses and oversee operations of that office, including compliance.
- Supervise the care for students who have become ill or involved in an accident.
- Develop structures to ensure students' appropriate safety, behavior and travel to and from school.
- Publish notices and articles in the Eagle Update as required.

Other Duties

The Principal may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position of leadership.

The nature of the position is such that the Vice-Principal of Student Life is required to be available outside the "normal" office/school hours, to attend meetings and presentations whenever necessary and to represent the school in a variety of forums whenever required.

The role requires consistent presence at student house, co-curricular, and athletic events, in evenings, on weekends, and during holiday periods.

SELECTION CRITERIA

- Proven track record of leadership at a middle or senior level, preferably in student management, wellbeing, and pastoral care.
- Proven track record of leading educator colleagues, at a team and institutional level.
- Proven track record of working with and inspiring formal student leadership groups.
- Proven track record of developing and implementing strategic projects and initiatives.
- The capacity to develop, articulate, and inspire a vision of student pastoral care through the application of current educational trends and research.
- A deep understanding of and commitment to excellence in boys' education.
- Outstanding work ethic, communication, and interpersonal skills.
- Minimum of a master's degree is required.