CRISTO REY BIRMINGHAM

Principal

Job Description

Type: Full Time (12 Month)
Classification: Exempt
Reports To: President
Supervises: Dean of Academics, Dean of Curriculum and Instruction, Dean of Students, faculty, and other personnel as assigned

Cristo Rey Birmingham (formerly Holy Family Cristo Rey) combines academic rigor and a corporate work-study program to empower students from economically challenged communities to graduate high school prepared to persist in college and flourish in life.

We are part of the growing national Cristo Rey Network of 40 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional experience, and spiritual formation.

Position Overview:

The Principal is the chief academic and instructional leader of Cristo Rey Birmingham High School. The Principal is responsible for establishing and implementing a schoolwide vision for academic excellence, Catholic identity, student formation, faculty development, and continuous improvement.

Working in close partnership with the President and school leadership team, the Principal ensures that Cristo Rey Birmingham provides a rigorous, college-preparatory education integrated with Catholic social teaching and the Corporate Work Study Program. The Principal supervises the Dean of Academics, Dean of Curriculum and Instruction, and Dean of Students, ensuring that academic achievement, instructional quality, student culture, and professional formation operate as a coordinated schoolwide system.

The Principal serves as the school's Title I Coordinator and is responsible for implementing and managing the school's Title I program in accordance with applicable requirements.

Responsibilities:

<u>Mission and Catholic Identity</u>

- Advance the mission, vision, and Catholic identity of Cristo Rey Birmingham.
- Ensure that Catholic social teaching, faith formation, service, justice, human dignity, and care for the common good are reflected throughout the school's academic and student-life programs.
- Model faith-filled, ethical, compassionate, and service-oriented leadership.

- Partner with the President, Campus Ministry, faculty, and staff to strengthen the spiritual formation of students and employees.
- Ensure that school policies and practices reflect the dignity and worth of every student, family, and employee.
- Promote a school community rooted in faith, belonging, accountability, reconciliation, and hope.
- Support students of all faith backgrounds while preserving and advancing the school's Catholic identity.

Schoolwide Leadership and Strategic Direction

- Establish and communicate a clear vision for academic achievement, instructional excellence, student culture, and college readiness.
- Translate the school's mission and strategic priorities into measurable annual goals.
- Align the work of the Dean of Academics, Dean of Curriculum and Instruction, and Dean of Students.
- Establish clear decision-making authority, performance expectations, and accountability measures for school leaders.
- Lead regular administrative and academic leadership meetings.
- Monitor progress toward schoolwide academic, attendance, behavioral, graduation, and college-readiness goals.
- Advise the President on academic programming, student services, staffing, scheduling, resource allocation, and school-improvement priorities.
- Provide academic and student-life reports to the President, Board of Directors, Cristo Rey Network, families, and other stakeholders as requested.
- Lead or support accreditation, school-improvement, and strategic-planning processes.
- Ensure the effective implementation of school policies and administrative procedures.
- Serve as the primary administrator responsible for the daily operation of the academic program.
- Serve as the President's designee when assigned.

Academic Leadership and Student Achievement

- Maintain overall responsibility for the quality and effectiveness of the school's academic program.
- Establish ambitious, measurable goals for student achievement, academic growth, graduation, and college readiness.
- Review schoolwide data related to grades, course failures, credits, GPA, graduation progress, standardized assessments, and college-readiness benchmarks.
- Hold academic leaders and faculty accountable for using student data to improve outcomes.
- Ensure that systems are in place to identify and support students who are not meeting academic expectations.
- Oversee academic probation, tutoring, credit recovery, summer school, and other intervention programs.
- Approve academic policies related to grading, promotion, retention, course placement, academic standing, and graduation.
- Ensure that students and families receive timely information regarding academic progress, graduation requirements, and available support.

- Collaborate with College Counseling to ensure that students receive the academic preparation necessary for college admission and success.
- Promote an academic culture that recognizes student growth, achievement, persistence, and intellectual curiosity.
- Ensure that resources are allocated according to identified student and instructional needs.

Curriculum and Instruction

- Ensure the development and implementation of a rigorous, standards-aligned, college-preparatory curriculum.
- Approve curriculum maps, course offerings, instructional materials, academic programs, and graduation requirements.
- Ensure alignment with Alabama standards, Cristo Rey Network benchmarks, Advanced Placement requirements, and college-readiness expectations.
- Supervise the Dean of Curriculum and Instruction in leading curriculum development, instructional coaching, assessment design, and faculty professional development.
- Conduct classroom observations and maintain a visible presence in classrooms.
- Support the evaluation and professional growth of teachers and instructional leaders.
- Ensure that teachers receive consistent, actionable feedback and meaningful professional development.
- Promote differentiated instruction, appropriate accommodations, culturally responsive practices, and high expectations for all students.
- Ensure that Catholic social teaching, literacy, technology, ethical artificial intelligence use, and college-readiness skills are integrated throughout the curriculum.
- Encourage instructional innovation while maintaining consistent schoolwide expectations.
- Ensure that curriculum and instruction account for students' rotating Corporate Work Study schedules.

Assessment and Data Leadership

- Establish expectations for the collection, analysis, communication, and use of academic data.
- Review standardized assessment data to identify schoolwide trends, achievement gaps, and improvement priorities.
- Supervise the Dean of Academics in coordinating schoolwide testing and analyzing results.
- Ensure that assessment results inform curriculum, instruction, academic interventions, and faculty professional development.
- Participate in and monitor faculty data discussions led by the Dean of Academics.
- Approve student-achievement goals and monitor progress throughout the year.
- Ensure that assessment data are reported accurately and communicated appropriately to school stakeholders.
- Protect the confidentiality, accuracy, and ethical use of student information.
- Use evidence from multiple sources to evaluate the effectiveness of academic programs and interventions.

Student Culture and Formation

- Establish clear schoolwide expectations for student conduct, attendance, punctuality, engagement, and professionalism.

- Supervise the Dean of Students in implementing the student code of conduct and school culture systems.
- Ensure that disciplinary practices are consistent, equitable, restorative, and aligned with Catholic values.
- Monitor schoolwide attendance, tardiness, behavioral trends, and student engagement.
- Maintain a safe, orderly, welcoming, and academically focused learning environment.
- Support student leadership, service, recognition, and community-building programs.
- Collaborate with counselors and student-support personnel to promote student wellness and social-emotional development.
- Make or approve significant disciplinary decisions in accordance with school policy.
- Build meaningful relationships with students and maintain a visible, accessible presence throughout the school day.
- Ensure that students are prepared to meet the behavioral and professional expectations of both school and the workplace.

Academic Leadership Team Supervision

- Directly supervise, support, and evaluate the Dean of Academics, Dean of Curriculum and Instruction, and Dean of Students.
- Establish annual goals and performance indicators for each dean.
- Meet regularly with each dean to review progress, challenges, data, and priorities.
- Ensure that the three deans collaborate effectively rather than operating as separate departments.
- Clarify ownership when responsibilities overlap across academics, instruction, student support, and culture.
- Hold the Dean of Academics accountable for student progress, academic systems, scheduling, testing, and intervention programs.
- Hold the Dean of Curriculum and Instruction accountable for curriculum alignment, teacher development, instructional quality, and professional learning.
- Hold the Dean of Students accountable for school culture, student conduct, attendance, safety, and formation.
- Evaluate the effectiveness of the leadership structure and recommend adjustments when necessary.
- Develop the leadership capacity of administrators, department leaders, and teachers.

Faculty Supervision and Development

- Lead the recruitment, selection, supervision, evaluation, development, and retention of highly effective faculty and academic staff.
- Ensure that employees understand the school's mission, academic expectations, professional standards, and student-support responsibilities.
- Approve faculty assignments, teaching schedules, professional-growth plans, and improvement plans.
- Establish a professional culture characterized by collaboration, accountability, reflection, and continuous improvement.
- Ensure that new teachers receive effective orientation, mentoring, coaching, and support.
- Plan or approve faculty meetings, professional-development days, data meetings, and academic planning activities.

- Address faculty performance concerns promptly, fairly, and professionally.
- Recognize and develop emerging teacher leaders.
- Promote employee well-being while maintaining high professional expectations.
- Make personnel recommendations to the President in accordance with school policies.

Title I Coordination and Program Management

- Serve as the school's Title I Coordinator.
- Attend all private-school Title I meetings, consultations, workshops, and training sessions as needed.
- Implement and manage the Title I program at Cristo Rey Birmingham, formerly Holy Family Cristo Rey Catholic High School.
- Participate in required consultation and planning processes related to equitable services for eligible private-school students.
- Identify eligible students and coordinate appropriate academic services in accordance with applicable requirements.
- Collaborate with teachers, school leaders, families, service providers, and district personnel to support effective program implementation.
- Ensure that Title I services supplement the school's academic program and address identified student needs.
- Ensure that funding documents, consultation records, student-service documentation, invoices, program reports, and other required records are properly completed, processed, organized, and retained.

Corporate Work Study Integration

- Collaborate with Corporate Work Study Program leadership to ensure that academics and professional work experience operate as an integrated student-development model.
- Communicate regularly with Corporate Work Study leadership regarding student performance, attendance, behavior, and job readiness.
- Ensure that academic policies recognize the demands of rotating work schedules while maintaining rigorous expectations.
- Address situations in which academic standing, attendance, or conduct affects a student's workplace success.
- Promote connections among classroom learning, workplace competencies, college preparation, and career readiness.
- Ensure that students develop the communication, time-management, organization, problem-solving, and accountability skills needed for success in both settings.
- Participate in Corporate Work Study events, training, and partner engagement as appropriate.

Academic Operations and School Administration

- Approve the master schedule, academic calendar, examination calendar, grading periods, and professional-development calendar.
- Ensure that students are appropriately placed in courses and able to meet graduation requirements.
- Oversee the timely and accurate completion of report cards, progress reports, transcripts, schedules, and academic records.

- Collaborate with the registrar and Dean of Academics to maintain accurate student information.
- Approve the annual course catalog, academic handbook, and academic sections of the student-family handbook.
- Ensure that academic and student policies are communicated and implemented consistently.
- Coordinate instructional staffing and teaching assignments.
- Develop and monitor academic budgets in collaboration with the President and appropriate financial personnel.
- Ensure that academic resources, technology, instructional materials, and student-support services are used effectively.
- Supervise arrival, dismissal, assemblies, after-school activities, and school events as assigned.
- Respond to emergencies and support school safety procedures.

Family and Community Engagement

- Establish positive, respectful, and responsive relationships with students and families.
- Ensure that families receive clear, timely, and accessible communication regarding academic expectations, student progress, attendance, behavior, and school policies.
- Participate in parent meetings, conferences, orientations, open houses, and community events.
- Address family concerns fairly, promptly, and professionally.
- Promote meaningful family participation in students' academic and personal development.
- Ensure that communication is culturally responsive and accessible to the school's families.
- Represent Cristo Rey Birmingham professionally in the community.
- Develop partnerships that expand academic opportunities and student support.

Compliance and Accreditation

- Ensure compliance with applicable school policies, accreditation standards, diocesan expectations, Cristo Rey Network requirements, and legal obligations.
- Lead or coordinate academic components of accreditation and school-review processes.
- Maintain organized records needed to demonstrate compliance and program effectiveness.
- Ensure that required reports are accurate, complete, and submitted on time.
- Complete required safe-environment training and ensure employee compliance with applicable training expectations.
- Collaborate with the President and other administrators to review and update policies and procedures.
- Maintain student and employee confidentiality.
- Perform other responsibilities necessary to advance the mission and effective operation of Cristo Rey Birmingham.

Qualifications:

Required Qualifications

- Master's degree in educational leadership, school administration, curriculum and instruction, or a related field.
- At least five years of successful experience in secondary education.
- Significant experience in instructional leadership, school administration, or academic program management.
- Demonstrated success supervising, coaching, developing, and evaluating teachers or school leaders.
- Strong knowledge of curriculum, instruction, assessment, student support, and secondary-school operations.
- Demonstrated ability to analyze student-performance data and use the findings to improve outcomes.
- Experience leading school-improvement initiatives and managing complex academic systems.
- Strong written, verbal, interpersonal, facilitation, and organizational skills.
- Ability to manage multiple responsibilities, deadlines, personnel matters, and compliance requirements.
- Proficiency with student-information systems, learning-management systems, assessment platforms, spreadsheets, and data-analysis tools.
- Commitment to Catholic education, Catholic social teaching, and the Cristo Rey mission.
- Commitment to serving students and families from historically underserved communities.
- Ability to support and uphold the values and Catholic identity of Cristo Rey Birmingham.

Preferred Qualifications

- Alabama instructional-leadership certification or eligibility for certification.
- Previous experience as a principal, assistant principal, dean, instructional coach, or comparable school leader.
- Experience in a Catholic, independent, charter, or college-preparatory high school.
- Experience supervising multiple school leadership functions.
- Familiarity with the Cristo Rey Network and Corporate Work Study model.
- Experience coordinating Title I services or other federally supported educational programs.
- Knowledge of private-school Title I equitable-service procedures.
- Experience with PowerSchool or a comparable student-information system.
- Experience with accreditation and strategic planning.
- Experience coordinating college-readiness assessments and Advanced Placement programming.
- Proficiency in Spanish.

Leadership Characteristics:

- Mission-centered and faith-filled leadership.
- A student-centered approach grounded in high expectations and meaningful support.
- Sound judgment, integrity, humility, discretion, and professionalism.
- The ability to establish a clear vision and translate it into measurable action.

- A collaborative leadership style that builds trust while maintaining accountability.
- The ability to make difficult decisions fairly, consistently, and compassionately.
- Strong instructional knowledge and a commitment to continuous improvement.
- The ability to develop effective leaders and build high-performing teams.
- Cultural competence and respect for the identities and experiences of students and families.
- Initiative, resourcefulness, organization, and dependable follow-through.
- The ability to communicate clearly with varied audiences.
- A firm belief that every student can grow, achieve, and prepare successfully for college, career, and a life of purpose.

Working Conditions:

- Ability to work a 12-month administrative schedule, including evenings and weekends when required.
- Ability to maintain a visible presence throughout the school building and at school-sponsored activities.
- Ability to attend Title I meetings, professional development, Cristo Rey Network gatherings, accreditation activities, and other required events.
- Ability to respond to urgent student, personnel, operational, or safety matters.
- Successful completion of all required background checks, safe-environment training, and employment requirements.

Performance Indicators:

- Growth in student achievement and college-readiness benchmarks.
- Reduction in course failures, credit deficiencies, chronic absenteeism, and achievement gaps.
- Increased percentage of students remaining on track for graduation.
- Quality and alignment of curriculum, instruction, assessment, and student support.
- Improvement in classroom practice resulting from coaching and professional development.
- Effective performance and collaboration of the three deans.
- Strong faculty recruitment, development, satisfaction, and retention.
- Consistent implementation of academic, attendance, and behavioral expectations.
- Effective integration of Catholic identity and Catholic social teaching.
- Effective coordination between academics and the Corporate Work Study Program.
- Accurate and timely completion of academic, accreditation, and compliance responsibilities.
- Effective implementation, documentation, and management of the school's Title I program.
- Clear and timely communication with students, families, faculty, staff, and school leadership.
- Progress toward strategic priorities established by the President and Board.
- A safe, orderly, inclusive, mission-centered, and academically ambitious school culture.

Compensation:

Annual salary of $100,000 plus benefits