



Nativity School of Worcester
Assistant Principal and Director of Admissions
www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Assistant Principal and Director of Admissions Overview:

Reporting to the Principal, the Assistant Principal and Director of Admissions works to assist the Principal in carrying out the school's mission in key aspects of the academic program while also directing the success of the admissions program. The Assistant Principal and Director of Admissions will oversee the areas of faculty development, student success, admissions and family engagement, and special projects such as advancing the planning for a future girls division. The Assistant Principal and Director of Admissions is a key leadership position that requires managing multiple priorities that advance the faculty, student, family, and prospective-student experience.

Faculty Development and Student Success (70% of duties June - November and 40% December - May)

- Assist the Principal in developing meaningful professional development and coaching opportunities for teachers and teaching fellows (2-year volunteer teachers), including planning for orientation, onboarding new faculty, and forming professional development days.
- In conjunction with the Principal, create and implement a schedule of regular observations and meetings with faculty members to provide constructive feedback and coaching.
- Coordinate and develop student programs offered at the school (after-school tutoring program, clubs and field trips, administrative duties that assist the Principal in improving the student experience).
- Support the faculty and Director of Restorative Justice to improve positive student behavior.
- Collaborate with the Principal, and current and former teaching fellows to recruit teaching fellow applicants.
- Supervise academic operations in the Principal's absence.
- During admissions season (December - May), faculty development and student success duties such as planning for orientation and onboarding and developing programs will be reduced.

Admissions and Family Engagement (20% June - November and 50% December - May)

- Direct the admissions program, including managing open houses and recruiting applicants, overseeing the application process and systems, conducting interviews with applicants and families, and leading the admissions selection committee.
- Establish a procedure to engage current and past families in the admissions process to activate them as ambassadors who recruit prospective students.
- Maintain the Salesforce database to ensure all applications and data are managed accurately.

- Make oral and written presentations regarding admissions for the Board of Trustees and participate in meetings of the Board's Program Committee meeting as needed.
- In directing the admissions program and success, the Assistant Principal and Director of Admissions will report to the President.
- Build relationships with family members to develop their support for the school and to identify and support their needs in collaboration with the Principal. This work includes, but is not limited to conducting home visits and calls with new and current families.
- Supervise/coordinate school-sponsored events (Family Potlucks, PTA fundraisers, Family Nights, etc) and oversee the weekly Food Pantry program and delegate work as needed.
- Manage and support the Parent Teachers Association, including setting the agenda and facilitating the monthly PTA meetings.

Girls Division Planning and Special Projects (10% year-round)

- Coordinate programmatic and strategic planning development for the school's future girls division in collaboration with the Principal, Presidents, Board of Trustees, and volunteers.
- Perform special projects for the Principal and President as needed.

Other Responsibilities and Requirements

- Participate in school-wide events, professional development days and orientations. Attend and engage in faculty/staff retreats (two times per year).
- This is a full-time, exempt, 12-month position. Work hours may vary (including evenings and occasional weekends) and one late shift (ending at 5:30 pm) per week is required to assist with the extended school day program.
- Fulfill responsibilities as articulated in the Nativity Worcester Employee Handbook.

Knowledge, Skills, Abilities, and Personal Characteristics:

The ideal candidate should have significant public, private, or charter school and/or similar experience, preferably in a supervisory role.

- Strong interpersonal/relationship-building skills.
- Highly adaptable and able to manage competing priorities.
- Strong verbal and written communication skills.
- Detail oriented and data driven.
- Ability to work independently and as a team player.
- Openness to embracing and promoting the Jesuit mission of Nativity Worcester.
- Must have cultural sensitivity and awareness of diversity, equity, and inclusion issues regarding the internal and external Nativity Worcester community.
- Highly experienced with project coordinating and management.
- A natural and confident leader.
- Encouraging, can-do attitude.
- Impeccable time management and multi-tasking skills.
- Self-motivated, proactive, and self sufficient

Qualifications:

- At least three years of teaching and/or educational leadership experience, preferably in middle school.
- Experience working in admissions and/or family engagement, or comparable experience.
- Massachusetts Department of Elementary and Secondary Education Certification preferred.
- Proficiency with the Spanish language is preferred but not required.

- Citizenship, residency or work VISA in the United States is required.

Salary range: \$65,000 - \$85,000. A comprehensive benefits package will be provided.

Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

To Apply:

Submit résumé and cover letter to Andrea Munar, Assistant Principal (Principal as of July 1), at careers@nativityworchester.org

Equal Opportunity Employer Statement

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

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