



**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:**

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 diversity, equity, inclusion, and anti-racism efforts, family engagement, admissions, and special projects supporting programming and initiatives 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.

**Reporting to the Principal:**

***Diversity, Equity, Inclusion, and Anti-racism (30% year-round)***

- Oversee the planning and implementation of the school's diversity, equity, inclusion, and anti-racism (DEIA) efforts to advance various DEIA priorities and projects.
- Develop cultural events for students and families and DEIA professional development opportunities for staff, Trustees, and volunteers.
- Support the faculty and Director of Restorative Justice to improve positive student behavior.
- Collaborate with the Principal, President, and Hiring Committee to develop and implement strategies to recruit a diverse pool of teaching fellows, staff, and volunteers.
- Collaborate with community partners and establish new partnerships to develop opportunities for Nativity community members to experience the diversity of Worcester and build cultural awareness skills.
- Advise the President, Principal, and staff on best practices relating to DEIA to create a more equitable and inclusive learning and working environment.
- Work with DEIA consultants as needed and participate in DEIA training.

***Family Engagement (25% June - November and 10% December - May)***

- 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.

- Manage and support the Parent Teachers Association, including setting the agenda and facilitating the monthly PTA meetings.
- To offset increased admissions responsibilities from December to May, family engagement duties will be reduced during this time period.

***Special Projects Assisting the Principal (25% June - November and 10% 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 fellows, and forming professional development days.
- 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).
- Coordinate programmatic and strategic planning development for the school's future girls division in collaboration with the Principal, Presidents, Board of Trustees, and volunteers.
- Supervise academic operations in the Principal's absence.
- Perform other special projects for the Principal and President as needed.

**Reporting to the President:**

***Admissions (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.

**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.
- Knowledge of best practices and strategies to advance diversity, equity, and inclusion work.
- 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: \$70,000 - \$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, Principal, at [careers@nativityworchester.org](mailto: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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