



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS

Job Summary: The Assistant Principal for Student Affairs (APSA) is a key leadership position at U of D Jesuit. The Assistant Principal is a member of the School Life Team (Principal, Assistant Principal for Academic Affairs, Assistant Principal of the Jesuit Academy, Athletic Director, Director of Faith and Service). The APSA is the lead administrator of the Student Affairs Office (SAO) and is responsible for creating and maintaining a healthy atmosphere that promotes positive relationships, self-discipline, and an environment of mutual respect within the student community. The APSA's primary duties include mentoring and instructing students in order to help students follow school policies, assisting teachers in classroom management, maintaining students' records, facilitating the daily operation of the school, directing all non-athletic student activities, and assisting the Principal with school leadership.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be "Men for Others."

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures:

Submit cover letter, resume, and a completed Non-teaching Application Form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Reports to: Principal

Employment Category: Full-time, Exempt, 12-month

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Duties and Performance Responsibilities

1. *Development of the whole student:* The Assistant Principal for Student Affairs is responsible for helping U of D Jesuit students grow into the “Grad at Grad” characteristics of being Open to Growth, Loving, Intellectually Competent, Committed to Justice, and Religious. Adolescents naturally make mistakes, and the Assistant Principal for Student Affairs takes the primary lead on helping students learn from mistakes while maintaining U of D Jesuit’s high standard for student behavior and personal development. The APSA should feel comfortable working with families to modify student behavior. The APSA supervises student discipline using holistic intervention strategies and assisting the school in moving towards a model of Restorative Practices.
2. *Core Member of School Leadership:* The Assistant Principal for Student Affairs works closely with all school employees to develop policies and strategic initiatives related to student life. This position requires a professional who works well as part of a team. The APSA should be able to align the policies coming from the Student Affairs Office with the rest of school leadership.
3. *Instructional Leader:* The Assistant Principal for Student Affairs should model sound educational practices for the faculty. The APSA should assist faculty and staff in developing classroom management strategies, and should be the primary administrator involved when students struggle to meet U of D Jesuit’s high standards for student behavior. The APSA serves as a teacher evaluator and assists teachers with their professional growth plans. This individual should be able to help others understand the connection between quality instruction and student engagement in the classroom.
4. *Attention to Detail:* The Assistant Principal for Student Affairs supervises and manages the Student Affairs Office. He/she works closely with the Dean of Student Activities, the school nurse, and administrative assistants to ensure the daily operation of the school schedule, student attendance procedures, and coordinating different school departments. This professional should have a strong eye for detail and the ability to anticipate potential logistical problems.
5. Other duties and responsibilities as assigned.

Qualifications and Experience:

1. Master’s degree or academic equivalent required.
2. Minimum of five years of secondary education teaching experience required.
3. Administrative license preferred.
4. Administrative leadership experience in secondary education preferred.
5. Working knowledge of a student database software. Ability to effectively utilize digital applications and software such as Microsoft Office Suite, Google Drive, Adobe, Zoom, etc.

Other Skills and Abilities:

1. Demonstrated leadership and facilitative skills.
2. Positive, creative, solution-oriented temperament.
3. High level of interpersonal skills with the ability to handle sensitive and confidential situations.
4. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands, with ability to discern among competing priorities.
5. Availability to work after school hours and special events as needed.

6. Position continually requires demonstrated poise, tact, and diplomacy. The ability to form relationships with families is a must.
7. Positive, creative, solution-oriented temperament.
8. Excellent oral and written communication skills.
9. Ability to develop, implement, and enforce policies and procedures.
10. Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, develop a passion for the Mission of the School; and be supportive of the formation of the whole person.

Physical Working Conditions:

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.