St. Augustine Preparatory High School Principal Job Description

School description: Augustine Prep is a new K4-12 school coming to Milwaukee’s south side at 2607 S. 5th Street in Summer of 2017. The school will be a student-centered environment where young learners take ownership of their education not only in academics, but also physical health, creativity, and faith. Our graduates will go on to achieve their highest potential and make our city, and ultimately the world, a better place.

School vision: With Faith and Education, the Future is Created.

School mission: Augustine Prep will provide the youth entrusted to us a faith-based education which develops the body, soul and mind to each student’s individual potential.

Reporting structures: The high school principal will report to the school’s superintendent. The high school principal will manage the 9th to 12th grade staff, including teachers, aides, special educators, and other service providers.

Position description: The High School Principal serves as the academic leader of the high school. He or she is responsible for executing the school’s vision and providing an uninterrupted pathway to student achievement that includes personalized instruction, innovative curriculum, world-class teachers and superior opportunities to participate in athletics, performing arts and community service. This leader will serve as a role model of mature Christian faith for our students and their families.

Critical to the role is the ability to manage many priorities including curriculum planning and development, program evaluation, teacher observation and supervision, data driven instruction, financial management, resource scheduling and facilities operations. Performance responsibilities include:

Instructional leadership:
- Develop academic goals and performance benchmark. Ensure accountability and performance management of teachers to ensure student achievement gains are realized.
- Build a high-performing, consistent data-driven culture across the school. Use the data to make instructional, program and evaluation decisions.
- Implement a coaching, observation and feedback cycle that effectively develops staff.
- Vertically plan and align with elementary school leadership to ensure a strong, aligned learning continuum throughout the K to 12 system.
School culture leadership:
- Develop and promote a strong school culture as well as the school’s core values, philosophy and faith identity.
- Build collaborations and partnerships throughout the community to add value to the school and assist in student recruitment.
- Oversee student discipline ensuring that student discipline is addressed in a consistent, fair and timely manner.
- Build and retain staff, students and families to ensure a high teacher and student retention rate.

Human Capital leadership:
- Determine the schools’ staffing plan aligned to the four-year school build-out.
- Market, recruit and admit founding teachers and staff members for the school.
- In partnership with the superintendent, build a human capital strategy, talent partnerships and career paths for the school staff.
- Oversee high school staff performance management and annual evaluations.

Spiritual leadership:
- Nurture the faith and development of the school community.
- Ensure high-quality faith experiences and formation for all students.
- Provide ongoing opportunities for students, families and staff to celebrate faith.

Resource leadership:
- In partnership with the CFO, create the high school start-up and annual budget. Oversee and monitor the budget and distribute resources to maintain a balanced budget.
- Manage use of school facilities; supervise maintenance to ensure a safe and clean school.
- Develop and implement building policies and procedures.
- Oversee all operations, programs and extracurriculars of the school.

Required Qualifications:
- A belief in the ability of every child and a commitment to ensure excellence for each student
- Three to five years as a high-performing, urban high school leader
- Master’s degree and an administrator's license
- Active membership and participation in a local Church
- Effective oral and written communication skills; bilingual in Spanish is a plus
- Entrepreneur that can successfully launch the high school in the fall of 2017 after one-year of planning and execution (2016-17 school year)
- Team player committed to the St. Augustine Preparatory mission and model
- Lastly and most important, the candidate must demonstrate and possess the highest integrity and be able to live the values and culture of St. Augustine Preparatory School

Interested candidates must submit their resumes by July 30, 2016 to Alfonso Carmona, St. Augustine Preparatory Academy - Superintendent, at alfonso.carmona@augprep.org