

# Founding Principal

April 2022

## About the Job

The founding Principal of Cristo Rey Orange County High School will be responsible for providing leadership in various areas for the entire school community. The founding Principal will serve as the leader in Catholic identity and mission, academics, community engagement, and strategic planning. The founding Principal will be responsible for establishing, fostering, and promoting a school culture that values diversity and the unique gifts that all staff, students, and families bring to the school community. In collaboration with the founding leadership team, the founding Principal will lead the school with high expectations and continuous improvement towards a vision of excellence.

## Who We Are

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works an average of five days a month to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Want to learn more about us? Visit our [website](#).

## Role Overview

This is a unique opportunity to hire and lead the founding faculty of Cristo Rey Orange County. As the founding Principal, you will:

- Dream up, create, and execute strategies to lead Cristo Rey Orange County
- Lead and inspire the founding faculty to serve Cristo Rey students using best practices
- Work alongside a founding leadership team dedicated to the success of Cristo Rey Orange County

Being a founder of a Cristo Rey school is extremely entrepreneurial and fast-paced. If you're interested in being part of the Cristo Rey movement, want to lead something new, and thrive under pressure, please keep reading to learn more!

## What You'll Do

### *Catholic Identity and Cristo Rey Mission*

- Serve as a spiritual leader for the school; promote and sustain the school's Catholic identity; ensure that the school's Christian values and mission drive school decisions, and that liturgical practices, prayer, and Catholic culture are integrated into school life; ensure that time and resources are appropriately allocated to Campus Ministry and Adult Faith Formation.
- Ensure that all members of the school community are treated fairly, equitably, and with respect and compassion; positively support all stakeholders; actively work to create a loving environment; protect the rights and confidentiality of students and staff.
- Actively participate in and support the school's leadership team; promote and support the importance of integrating academics with the Corporate Work Study Program as part of a college preparatory experience; ensure clear communication of shared expectations for students.
- Actively participate in CRN professional development and take advantage of CRN coaching and support; actively participate in faith formation programs aimed at deepening and nurturing your capacity as a spiritual and mission-driven Catholic school leader.
- Work with the Cristo Rey Institute, the school's Catholic sponsor, to develop and sustain the school's Catholic identity and serve as a liaison with the Diocese of Orange and the Office of Catholic Schools.

### *Teaching and Learning*

- Serve as the lead-learner in the school community; stay current with research, best practices, and trends relevant to Catholic, urban education, and issues that may be affecting the school's students.
- Oversee faculty members; conduct regular classroom observations using a research-based framework; maintain a visible and active leadership presence throughout the building; provide teachers and classroom staff with valuable feedback to further develop their professional skills.
- Lead the implementation of the common, rigorous, college-ready Cristo Rey Network curriculum; promote and nurture a college-going culture with high student expectations.
- Lead the implementation of school-wide cycles of formative/interim assessments, analysis of data, and monitoring of student progress; identify and prioritize needs and determine team and individual interventions; communicate academic data to stakeholders.
- Plan and execute a program of professional development informed by instructional, school culture, and student achievement data. Ensure that professional development is collaborative and aligned with the school's instructional and formational vision.

### *School Culture and Family Involvement*

- Foster and promote a school culture that values diversity and the unique gifts that all staff, students, and families bring to the school community; foster the creation of an inclusive school environment and ensure that parents are welcomed and acknowledged as partners with the school; develop and implement strategies for meaningful and reciprocal family and community engagement.

- Lead the school community to create a culture of high expectations and continuous improvement, complemented by high levels of support; promote and articulate a vision for continuous improvement that recognizes existing equity gaps and commits to their elimination.
- Serve as a model of the school's values and mindsets and hold self and others accountable to maintaining high standards; actively promote the regular exchange of affirming and constructive feedback among members of the school's staff.
- Ensure an active co-curricular life of the school, which gives students opportunities to develop their non-academic talents and interests (musical, artistic, athletic, etc.).

### *Strategic Planning*

- Lead the school community to develop a detailed, concrete, and compelling vision for excellence that encompasses academics, school culture, community engagement, alumni engagement (when applicable), and partnership with the Corporate Work Study Program. This vision must reflect a critical understanding of the students' varied cultural identities, along with the school's Catholic identity; consult with the President and other stakeholders to incorporate their understanding of the school's context and to secure their investment in the school's vision for excellence.
- In consultation with the President and other key stakeholders, develop a multi-year strategic plan including facilities that is aligned to the school's shared vision of excellence, that leverages the resources of the Cristo Rey Network, and incorporates knowledge of current realities and progress-to-goals.
- Predict the needs of staff, students, and families in pursuing the strategic plan, adjusting over time, as necessary; anticipate barriers, and develop measures of effectiveness and plan for contingencies.
- Design and execute processes and systems for progress-monitoring with goals and metrics across all critical areas of the strategic plan.
- Establish concrete, ambitious, meaningful medium- and long-term goals that serve as qualitative and quantitative indicators of students' college-readiness.

### *Allocation of Resources and Supervision of School Personnel*

- Monitor and audit time, personnel, and resources to ensure college-readiness for all students.
- Set and communicate clear expectations for excellence and define responsibilities for staff; delegate tasks and responsibilities in ways that are consistent with role definitions; maximize the impact of each team member under your supervision.
- Develop and execute strategies to improve performance of staff over time and hold staff members accountable.
- Monitor progress on multiple work streams and individual expectations. Acknowledge progress, celebrate successes, and intervene in a prompt, direct, and professional way to address gaps when needed.
- Consistently follow federal and state policy and establish a high bar for professionalism and discretion when handling personnel issues.

### **You May Be a Fit if You**

- Thrive under pressure and can get things done in uncertain conditions – you know how to be comfortable with being uncomfortable

- Enjoy solving challenging problems with nontraditional solutions
- Created something from scratch (or want to try it out!)
- Have a growth mindset and try to develop and share best practices
- Want to learn new things, talk with new people, expand your network, and work collaboratively

### **Why You Might Be Excited About Us**

- You are passionate about making a positive, sustainable impact on the community and want to create a pathway for students to succeed in college and career
- You get to create and own the admissions process from the beginning
- You are driven by data, data, data
- You get to be part of the founding team to open a new Cristo Rey high school
- We are part of the Cristo Rey Network: 40 schools, over 23,000 alumni, and 12,000 students.
- To learn more about our humble beginnings, check out this [video](#) from the founder Fr. Foley.

### **Logistics**

*Type:* Full-time.

*Time Expectation:* start as soon as possible.

*Compensation:* commensurate with experience.

### *Benefits*

- Health Care Plan (Medical, Dental & Vision)
- Retirement Plan
- Paid Time Off
- Training & Development

### **How to Apply**

Email Dr. Linda Nguyen at [lnguyen@crstoreyoc.org](mailto:lnguyen@crstoreyoc.org). Send PDFs of your resume, cover letter, and responses to the following questions (no longer than 1200 words total) by May 31, 2022:

- How would you describe your philosophy of Catholic education? How would you put it into practice at Cristo Rey Orange County?
- What past experiences in educational leadership have prepared you to serve as a founding principal of a brand-new school?
- What qualities and dispositions will you look for when hiring teachers and staff? How do you plan to support, evaluate, and train teachers?
- How would you ensure the Catholic identity of the school? How do you model effective Catholic leadership?
- What is your vision for the ideal graduate of Cristo Rey Orange County High School?