



St. Andrew Nativity School Principal

ABOUT US

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program is to create opportunity through education. The school is staffed by professional educators and committed volunteers. Nativity forms young “people for and with others” who are dedicated to bringing all their talents to fullness and using them to serve their families and community.

Approximately 80 students are enrolled at St. Andrew Nativity, and of those students, 48% identify as Latinx, 34% identify as African American, 18% identify as African Immigrant, and 2% identify as Asian. 64% of the student body lives in households in which English is not the first language; examples of native languages include Spanish, Amharic, and others. A hallmark of the Nativity school model includes our Graduate Support Program, which works closely with students and families through a comprehensive high school placement process and offers support, care, and guidance through secondary and post-secondary opportunities. Our continuity of care model creates an extended connection and partnership of essential wrap-around services and resources for students after they leave Nativity.

St. Andrew Nativity School seeks talented people from diverse backgrounds and experiences to join our school community. Individuals with advanced knowledge and experience working with our student population, individuals of color, and those who speak Spanish are especially encouraged to apply.

POSITION SUMMARY

The Principal has the primary responsibility for achieving the mission of St. Andrew Nativity School by cultivating a vibrant and meaningful formation program that includes culturally responsive and collaborative working relationships with students, faculty, staff, alumni, families, volunteers, board members, and donors. The Principal serves as the primary Ignatian educator with students, faculty, staff, and families on their formation journeys. They engage in ongoing personal, professional, and religious development in order to sustain a vibrant community committed to the mission of Jesuit education.

MAJOR DUTIES & RESPONSIBILITIES

Academics: Curriculum and Instruction

- Guides faculty in developing a standards-based curriculum that meets the educational needs of diverse learners, including many students whose second language is English.
- Collaborates with faculty to create and implement the annual school improvement plan.
- Oversees ongoing academic program assessment and student progress toward academic and other outcomes.

- Supervises and/or delegates the school's daily operation to faculty and staff. This includes scheduling classes, extra-curricular activities, afternoon study hall, enrichment, athletics, parent activities, community events, and volunteer coordination.
- Responsible for summer school and Summer Academy.
- Hires, supervises, and evaluates all faculty and staff who are direct reports.
- Plans and executes ongoing professional development for faculty and staff.
- In collaboration with the leadership team, creates the formation of the faculty and staff in the Ignatian and Jesuit charism of Nativity School.

Students

- Oversees the admissions process, including applicant recruitment, admissions programming, and student selection.
- Leads staff to provide supervision and development of students concerning academic and behavioral performance and ensures a safe and healthy learning environment. Sets ambitious, data-informed goals for student success while implementing restorative and culturally responsive practices.
- Along with the Director of Graduate Support, builds relationships with local secondary schools and gives input to the high school placement process. Participates in alumni events.
- Works in collaboration with the Family Partnership Coordinator and the Counselor to provide a dynamic Family Engagement Program that includes parent meetings, teacher conferences, parent education, celebrations, and faith formation opportunities.
- Oversees and maintains student and campus safety.
- In collaboration with the President, makes decisions regarding student retention.
- Supports the school counselor to offer programming that addresses students' social, emotional, and mental health needs.

Faith Formation and Community Development

- Works with the campus minister to ensure the ongoing development of the Nativity faith community in the Catholic, Jesuit tradition.
- Maintains positive relationships with the Archdiocese of Portland, the Catholic Schools Superintendent, St. Andrew Parish, Jesuits West, NativityMiguel Coalition, and the Jesuit Schools Network.

Administration

- Works in collaboration with the St. Andrew Nativity School leadership team to ensure the functionality, cleanliness, and security of the building and grounds, the implementation of the nutrition program, the development of the annual budget, and the school's safety program/emergency planning.
- Updates the Board of Trustees on school-related events. Participates with the Trustees on the strategic plan.

EDUCATION, QUALIFICATIONS AND LICENSES/CERTIFICATIONS

- Bachelor's degree required. Master's degree preferred.
- Certified teacher is required, and an Administrative License is preferred.
- Actively engaged in a faith tradition is required. Being a practicing Catholic with knowledge of the Jesuit educational tradition is preferred.
- Experience working in a faith-based organization is preferred.
- Classroom teaching experience is required.
- Demonstrates culturally responsive practice and uses an asset-based approach when engaging with students, staff, and families.

- Be able to motivate and work with middle school students from diverse cultural, ethnic, and economic backgrounds.
- Possess physical and emotional stamina.
- Work closely with the President, Trustees, and others to garner community resources to allow Nativity School to maintain an exceptional program for middle school students.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift 25 pounds without help.
- Ability to look at a computer monitor for long periods.
- Ability to sit for long periods of time.
- Physically able to assist, when necessary, with event setup and breakdown.
- Ability to work in an environment dealing with various challenges, deadlines, and interpersonal relationships.
- Must be able to pass a background check.

GENERAL INFORMATION

- Reports to the President of the school.
- 12-month contract with generous vacation.
- Work hours may vary, including nights, weekends, and occasional travel.
- Generous benefits including a 403(b).
- Salary DOE.

APPLICATION

- Applications will be accepted until March 6.
- Send a cover letter and resume to amestas@nativityportland.org or mail to:
Anna Marie Mestas
St. Andrew Nativity School
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Portland, OR 97211