



Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Founded in 1990, Nativity is staffed by experienced teachers and dedicated volunteers. Working closely with families, the school prepares students for success in high school and college. Nativity's academically challenging, and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others. For more information about the school, please visit [www.nativityboston.org](http://www.nativityboston.org).

**Position: Vice Principal**

**Job Description:** Reporting to the Principal, the Vice Principal serves in a critical leadership role for the academic and cultural life of Nativity Prep. The Vice Principal is directly responsible for areas that involve Student Life such as athletics, co-curricular activities and discipline. The Vice Principal also assists the principal in the supervision and support of academic faculty.

**Responsibilities:**

Academic

- Consult with Principal to devise teacher preparation program for implementation during orientation
- Regularly meet with Principal to evaluate quality of instruction and all areas of student life
- Assist in the supervision of teachers by conducting regular scheduled and unscheduled observations and to provide input for yearly teacher evaluations centered on instructional goals
- Provide immediate and time sensitive feedback to teachers on and effectiveness of teaching and management strategies utilized
- Foster collegiality and team building among faculty members. Encourage their active involvement in decision-making process
- Collaborate with Principal and Lead Teachers in planning for professional development
- Track academic data in order to identify students in need of support and promote a flow of information between the Principal's Office and the Student Support Services team
- Gather data and prepare for quarterly awards assemblies and graduation

Administrative

- Assist Principal in developing an Academic Schedule that addresses student needs and teacher competencies
- Assist Principal to reach effective and quick resolution of conflicts
- Assist in the building of a common vision for school improvement with faculty
- Assist Principal in recruiting and hiring effective, dedicated and mission-appropriate faculty
- Assist in facilitating grade-level team and department meetings
- Direct Nativity's Summer Program during the month of July

- Direct and facilitate auxiliary student programs for Nativity Prep (Sports, afternoon activities, summer program)
- Provide administrative direction for all athletic programs and activities and supervises the maintenance and control of athletic equipment and supplies
- Supervise/coordinate school-sponsored events that are important to the cultural and social life of Nativity prep such as Potlucks, Christmas party, Heritage Day etc.

#### School Identity

- Participate in school improvement committees (NEASC, Jesuit Sponsorship Review) as needed
- Promote the mission of the school in all areas of responsibility

#### Discipline

- Oversee implementation of the Student Code of Conduct and disciplinary issues across the entire school program
- Collaborate with the Principal to deal with serious discipline issues quickly and fairly
- Support faculty in their management of classroom behavior
- Collaborate with all stakeholders to address student with consistent discipline issues
- Track student discipline data and communicate with students, teachers, and families as needed

#### **Qualifications:**

- At least five years of classroom experience, preferably in middle school.
- Masters Degree in Education or equivalent
- At least one year of school administrative experience
- Openness to embracing and promoting the Jesuit mission and identity of Nativity Prep

#### **Compensation**

- Salary is commensurate with experience and degree.

**This posting is for an immediate opening and will be filled as soon as possible. To apply send cover letter and resume to:**

Mr. Gadisa Goso, Principal  
Nativity Preparatory School  
39 Lamartine Street  
Jamaica Plain, MA 02130  
857-728-0031  
[ggoso@nativityboston.org](mailto:ggoso@nativityboston.org)