



## VACANCY NOTICE

Jesuit High School is a co-ed, Catholic, college-preparatory school in the Jesuit tradition. For this position, we seek an experienced, innovative leader with the ability to inculcate Ignatian educational ideals in newer teachers and to inspire veteran instructors in their professional growth, in service of our mission to form "men and women for and with others."

**POSITION AVAILABLE:** 1.0 FTE Vice Principal for Professional Development and Instructional Technology

**MAJOR RESPONSIBILITIES:** The Vice Principal for Professional Development and Instructional Technology develops and manages programs for the professional growth of faculty in Ignatian pedagogy, effective implementation of technology, and best instructional practices in the pursuit of academic excellence; and observes, evaluates, and coaches teachers to help them achieve their highest potential.

In addition, the Vice Principal has specific responsibilities in the following areas: teacher recruitment, hiring, and retention; budgeting; textbook selection and distribution; management of 1:1 program; scheduling (with Academic Vice Principal and Registrar); teacher licensing and pursuit of advanced degrees.

### **QUALIFICATIONS AND DISPOSITIONS:**

- 5+ years of experience as an educator, preferably in a Catholic secondary school.
- Master's degree and administrative license preferred (required within 3 years of taking position).
- Strong facility in educational technology, including learning management systems (*eg*, Canvas), school information systems (*eg*, PowerSchool), educational apps, and Apple and PC programs.
- Patience, sense of humor, strong faith, and a desire to work hard as an integral member of a team.

This is a 260-day (full-time) position. The Vice Principal for Professional Development and Instructional Technology is an administrative position, with salary and responsibilities commensurate with a position of major significance on our administrative team.

### **APPLICATION PROCEDURE:**

1. Visit JHS website at [www.jesuitportland.org](http://www.jesuitportland.org) (click "About Us") to download the application.
2. Complete the application and return, via email, by the closing date, along with a letter of interest, and supporting documents to Registrar Linda Pieratt at [lpieratt@jesuitportland.org](mailto:lpieratt@jesuitportland.org). If you have questions about this position, please contact Principal Paul Hogan at [phogan@jesuitportland.org](mailto:phogan@jesuitportland.org).

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths. For the role of Vice Principal for Professional Development and Instructional Technology, Jesuit welcomes candidates with a diverse array of talents and expertise, who may bring diverse religious, ethnic, cultural, and/or linguistic backgrounds to this position.

For this position, we are requiring that candidates submit a letter of interest, *curriculum vitae* or résumé, transcripts from all schools of higher education/advanced programs that the candidate has attended (whether s/he has completed a degree, license, or other program); evidence of additional professional development; and thoughtful, 300- to 500-word responses to the following three questions:

1. Why do you want to serve in the position of Vice Principal for Professional Development and Instructional Technology at Jesuit, a Catholic school in the Ignatian tradition?
2. What do you think will be the major challenges and opportunities for this Vice Principal in the next three years?
3. How do you intend to seek balance in your personal and professional life and in the many areas in which the VP has responsibilities?

**CLOSING DATE:** February 5, 2018  
**STARTING DATE:** July 1, 2018 (date may be flexible)

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## **VICE PRINCIPAL FOR PROFESSIONAL DEVELOPMENT & INSTRUCTIONAL TECHNOLOGY**

### **Job Description for Posting**

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Professional Development Program**

- Develops and manages professional development programs for all teachers
- Facilitates Jesuits West Province training program and all other conferences.
- Assists teachers' matriculation process through licensure and advanced degree programs.
- Manages professional development budgets.
- In coordination with Academic Vice Principal, oversees Professional Learning Communities.
- Organizes leadership training, including monthly leadership luncheons for faculty and staff.

##### **Teacher Hiring and Evaluation:**

- Assists Principal and Academic Vice Principal in teacher hiring and Department Chair selection process.
- In coordination with Academic Vice Principal, develops method and schedule for observation and evaluation of teachers.
- With Academic Vice Principal, observes and evaluates classroom.
- Develops and manages programs in Ignatian Pedagogy.

##### **Instructional Technology:**

- Trains teachers in effective implementation of technology in classroom instruction.
- Assists departments with textbook selection and distribution of electronic texts to students.
- With IT Director, oversees distribution of iPads to freshmen and transfers and Orientation program.
- Manages the training of teachers in grading and attendance programs.
- Assists Academic Vice Principal with forecasting and scheduling of student courses.
- Coordinates schoolwide surveys.
- With Learning Specialist, coordinates Edison High School Onboarding process.
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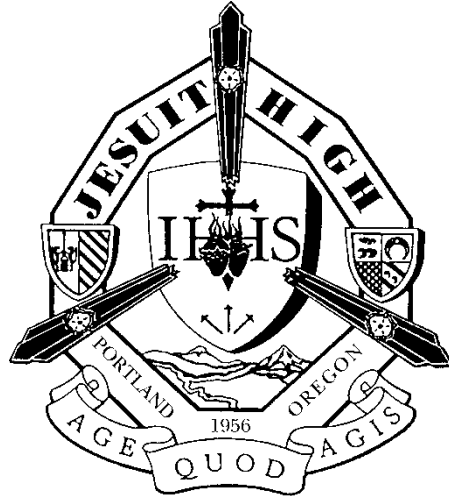
##### **Other Areas of Responsibility:**

- Supports and evaluates the Head Librarian..
- Works with Diversity Director to develop programs for students and adults.
- Develops innovative programs in STEM, including Robotics, OMSI, OHSU, ASE, Intel/NWSE, etc.
- Manages dual credit programs.
- Serves in significant leadership roles in Accreditation and Sponsorship Review processes.
- At discretion of Principal, may teach one academic section in area of expertise.
- Other duties as assigned by principal.

#### **EVALUATION:**

The Principal will evaluate the Vice Principal for Professional Development and Instructional Technology each year. The evaluation will be based on the Profile of the Jesuit Educator and the duties and responsibilities listed above. Information for the evaluation will be gathered from the administration, faculty and staff of Jesuit High School.

Revised: January, 2018



# JESUIT HIGH SCHOOL

PORTLAND,  
OREGON

APPLICATION OF:

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POSITION APPLIED FOR:

**VP PROFESSIONAL DEVELOPMENT AND  
INSTRUCTIONAL TECHNOLOGY**

DATE

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Application materials are to be sent in one email to:

Linda Pieratt, Registrar  
lpieratt@jesuitportland.org

## JESUIT HIGH SCHOOL APPLICANT INFORMATION SHEET

Please include the following with your completed application:

- I. Résumé
- II. Letter of Interest
- III. Three letters of recommendation
- IV. Transcripts
- V. Three references with current phone numbers and email addresses (must be different from letter writers)

The following is provided to help you submit the kind of information that will enhance the consideration of your application for a position with Jesuit High School. Your application will be considered as a confidential document; it will be reviewed only by those persons who have a direct part in the selection process.

- I. The initial screening for each application determines whether the application file is complete in all respects as outlined above. The application must be completed and all information received by the deadline stated in the vacancy announcement; failure to do so will eliminate an application from further consideration.
- II. Be certain to add to your application any information which may show added qualifications specifically related to the position you are seeking. Examples: extended travel or time spent in Spain in relation to a Spanish teaching position, or experience as a research chemist in private industry in relation to a chemistry teaching position. Note that applicants for Theology teaching positions, Campus Minister, Principal, or President must be practicing Roman Catholics.
- III. Applicants' files who have met the requirements outlined above will be screened by a committee designated by the Principal. Members of the committee may include administrators, teachers, and other staff members. Their function will be to review all of the information submitted by the applicants and to choose candidates who will be interviewed for the position.
- IV. All new employees will be subject to a federal fingerprint and background check, including references from three most recent employers. Failure to receive a report which is acceptable to the School will render the teacher's contract null and void. A written notice of the release of this contingency will be provided to the employee within ninety (90) days from the date of this contract. The contract is voidable at any time the School determines that the Teacher has submitted less than candid and complete information related to background and qualifications.
- V. Your application will be kept on file for one year. At the end of one year it will be destroyed unless you notify us of your desire to keep your application in active status. Should a vacancy occur during the school year, those applications in active status will be considered for that position. Additional applications may be sought at the discretion of the administration.

## GENERAL INFORMATION

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First Middle Last

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Address: Street City State Zip

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Cell Phone Home Phone E-mail Address

Emergency Name & Phone Number \_\_\_\_\_

Do you have any special conditions that would affect your ability to work in an educational setting?

\_\_\_\_\_

Have you ever been convicted for any offense? If yes, explain \_\_\_\_\_

\_\_\_\_\_

### **Present Educational Assignment**

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School where presently employed (if applicable) Position

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Address

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Subject(s) taught, if applicable Grade(s)

Reason(s) for leaving present position \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Experience working with young people in organized out-of-school programs

\_\_\_\_\_

Extra-curricular student activities in which you are presently involved

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Professional Development

List major workshops, seminars, classes, internships, grants, etc., in which you have participated in the last five years which are not normally part of a degree program. (Do not include single meetings, conventions, etc.)

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## Co-curricular Activities

What activities are you prepared to commit to moderate or coach at Jesuit High School?

<input type="checkbox"/> Football	<input type="checkbox"/> Basketball	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball
<input type="checkbox"/> Soccer	<input type="checkbox"/> Tennis	<input type="checkbox"/> Track	<input type="checkbox"/> Cross Country
<input type="checkbox"/> Golf	<input type="checkbox"/> Swimming	<input type="checkbox"/> Skiing	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Service Clubs	<input type="checkbox"/> Model UN	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Christian Service	<input type="checkbox"/> Campus Ministry	<input type="checkbox"/> Robotics	<input type="checkbox"/> Mock Trial
<input type="checkbox"/> Coffeeshouse	<input type="checkbox"/> Science clubs	<input type="checkbox"/> Diversity programs	<input type="checkbox"/> Other (specify):

## References

Provide the name, email address, and telephone number of three persons (other than those who have written letters of recommendation) able to give information about your qualifications for the position for which you are applying.

Name:	Email address and telephone #:	Relationship:

Your answers to the following questions will provide us with information as to the ways you believe you can contribute to Jesuit High School. Use a separate sheet for your responses and attach it to this application.

1. Why do you want to serve in the position of Vice Principal for Professional Development and Instructional Technology at Jesuit, a Catholic school in the Ignatian tradition?
2. What do you think will be the major challenges and opportunities for this Vice Principal in the next three years?
3. How do you intend to seek balance in your personal and professional life and in the many areas in which the VP has responsibilities?

I hereby state that all of the information contained in this application is accurate and complete.

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Signature

Date