



## ASSISTANT PRINCIPAL FOR INSTRUCTION

Founded in 1851, Bellarmine College Preparatory is among the oldest and most distinguished Catholic schools in the country. Enrolling more than 1,650 boys in grades 9-12, Bellarmine forms “men and women for and with others” – students and adults who are oriented toward faith, love, justice, and the greater good. To learn more about our mission, please visit [www.bcp.org](http://www.bcp.org).

Bellarmino College Preparatory invites applications for an Assistant Principal of Instruction beginning July 2023. Reporting to the Principal, the AP of Instruction is an instructional and strategic leader responsible for all aspects of faculty life including recruitment, hiring, orientation, assignment of responsibilities, evaluation, professional development, plus supporting faculty members to learn and grow, feel challenged and supported, and be positioned to do their work well. This position coaches and manages academic department chairs to ensure the school’s college preparatory curriculum is relevant, rigorous, and reflects diverse perspectives, in addition to overseeing the development of new course offerings. The AP of Instruction is responsible for short-and long-range professional development for teachers and school support staff. This position directly supports and supervises Academic Department chairs and the Librarian. The AP of Instruction is part of the Principal’s senior leadership team, and serves alongside the AP Academics, the AP of Mission and Identity, and the Dean of Students.

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Located on a stunning, contemporary campus in the heart of San Jose, CA, Bellarmine espouses Silicon Valley’s ethos of innovation, talent, and creativity. The school embraces the cultural and spiritual diversity of Santa Clara County and explicitly reflects values that stem from its identity as a Jesuit school: truth, service, justice, and the presumption of good will. The work environment is highly collaborative, team-centered, and relationships are deeply valued across all school constituencies.

# BELLARMINE AT A GLANCE

## MISSION

Bellarmino College Preparatory is a community of men and women gathered together by God for the purpose of educating the student to seek justice and truth throughout his life. We are a Catholic school in the tradition of St. Ignatius of Loyola, the Founder of the Society of Jesus. As such, our entire school program is dedicated to forming "men for and with others" – persons whose lives will be dedicated to bringing all their God-given talents to fullness and to living according to the pattern of service inaugurated by Jesus Christ.



Bellarmino has a student body of approximately 1,650 students in grades 9-12. Our students matriculate from 130 feeder schools across the Silicon Valley.

STUDENTS	FACULTY/STAFF	CURRICULUM	ACADEMICS AND ACTIVITIES
70% Catholic students	Full Faculty & Staff: 210 Full-Time Faculty: 115 Part-Time Faculty: 6	Nine Academic Departments; Over 20 Advanced Placement and 13 honors classes	99.5% of graduates attend college
54% Students of color/46% white students	Full-Time Counselors: 11 Full-Time Staff: 58	Average Class Size: 25	Robust co-curricular program



**Bellarmino**  
College Preparatory

## **Assistant Principal for Instruction**

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory invites applications for an Assistant Principal of Instruction beginning July 2023. Reporting to the Principal, the AP of Instruction is an instructional and strategic leader responsible for all aspects of faculty life including recruitment, hiring, orientation, assignment of responsibilities, evaluation, professional development, plus supporting faculty members to learn and grow, feel challenged and supported, and be positioned to do their work well. This position coaches and manages academic department chairs to ensure the school’s college preparatory curriculum is relevant, rigorous, and reflects diverse perspectives, in addition to overseeing the development of new course offerings. The AP of Instruction is responsible for short-and long-range professional development for teachers and school support staff. This position directly supports and supervises Academic Department chairs and the Librarian. The AP of Instruction is part of the Principal’s senior leadership team, and serves alongside the AP Academics, the AP of Mission and Identity, and the Dean of Students.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Lead hiring manager for teaching faculty; works with key partners within and outside the school to coordinate and execute all faculty recruitment and hiring
- Designs, organizes, and leads orientation for new faculty members that runs throughout their first year, plus partners with AP for Mission and Identity to ensure Ignatian formation for new and continuing teachers
- Coordinates and oversees professional growth plans for all teachers
- Directs the induction program for teaching faculty in years 1-5
- Directs all programs of formative teacher supervision, including new teacher induction programs
- Evaluates curriculum and course offerings in collaboration with Assistant Principal for Academics and Academic Department Chairs
- Leads Academic Council; Supervises Academic Department Chairs, AP Coordinator, Master Teachers, and Textbook Coordinator
- In partnership with the AP Academics and Scheduler, manages the academic grid, which includes course offerings, teaching assignments, and the Master Schedule
- Identifies relevant professional growth opportunities and plans faculty/staff in-services
- Oversees the school’s faculty professional development budget and makes decisions on all professional development enhancement grants/external funding in consultation with the Principal
- Serves as an ambassador of the school for any number of external events such as: meetings of the Jesuit Province or national Jesuit Schools Network, local Diocesan meetings, meeting with visitors to the school, parent events, Open House, etc
- Advises the Principal on personnel and academic issues during weekly meetings and as needs arise
- Manages other duties and/or projects as assigned
- Classroom teaching role is a possibility, depending on a candidate’s interest and experience

**Minimum Qualifications/Skills:**

- Master's Degree or equivalent from an accredited college/university. Experience in Jesuit education a plus
- Demonstrated leadership ability and experience inspiring teams of all sorts to work together in pursuit of collective goals and institutional needs
- A passion for advancing equity and justice, accompanied by an ability to lead, support, and shape school initiatives that aim to foster deeper belonging for all members of the school community
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Possess strong organizational skills, inviting and empathetic leadership presence, a high degree of confidentiality
- Ability to work effectively with adolescents and staff at all levels, displaying a positive attitude, maintaining appropriate professional boundaries, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Proven innovator, self-directed with demonstrated ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

**Preferred Qualifications:**

- 5-7 years prior experience in instructional or administrative leadership at the high school or college level, preferably at a Jesuit or Catholic school

**Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

**General Information:**

- Salary Range: Range is from \$100,000 - \$150,000 per year, and is based on years of experience
- This position is classified as a 12-month, Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for Bellarmine's excellent benefits package
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about July 1<sup>st</sup> to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration

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**To Apply Online:** View [BCP Career Center](#) and apply directly online.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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