



Founded in 1914 by an anonymous benefactor and supported by the generosity of her family, its alumni, parents and friends, Regis High School offers a tuition-free Jesuit college preparatory education to Roman Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. In the admissions process, special consideration is given to those who cannot otherwise afford a Catholic education.

As a Jesuit school Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. With an emphasis on academic rigor and Catholic formation, the school's program is designed to promote each student's intellectual and spiritual growth grounded in a deepening relationship with Jesus Christ.

Regis seeks to inspire and train the ethnically diverse young men in its care to become imaginative leaders committed to promoting justice and exerting leadership in the Church, in the civic community, and in their chosen profession.

Located in a landmark building built in 1914 by the Foundress, Regis has the resources of New York City at its doorstep. Just a block and a half from the Metropolitan Museum, both faculty and students take regular advantage of its offerings. Physical Education classes and sports teams utilize neighboring Central Park.

Interested candidates will receive the Annual School Report which gives an in-depth analysis of students and faculty.

With a budget of \$15 million, Regis has a student body of 530 students, a faculty and staff of 90 committed men and women, and a very strong network of volunteers.

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# Principal

AT REGIS HIGH SCHOOL

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The Principal is the educational leader of the school, directly responsible to the President for the administration, operation and educational development of the academic, co-curricular and formational programs of the school and for the planning, coordination and execution of the school's educational policy. This responsibility demands a close working relationship with the President, the faculty, staff and students, as well as parents and the community at large. The Principal oversees the coordination of the administrative staff to whom the actual operation of the school is delegated.

The Principal, along with the President, is a facilitator of the community of faith and bears the responsibility for the integration of faith and culture within the school.

The Principal is, by definition, the principal teacher who models the school's mission for students, parents and adults in the school community through his or her interactions with faculty, staff and students.

The Principal, as the Chief Operating Officer of the school, has the primary responsibility for achieving the mission of the school by maintaining and developing a school strong in academic achievement, counseling and guidance services, and ample programs to meet the co-curricular and extra-curricular needs of the students.

Under the leadership of the President, the Principal works together as a team with the Assistant Principals, the Dean of Students, the Athletic Director, Director of Admissions, Director of College Counseling and the academic department chairs to ensure the effective operation of the school.

The Principal is urged to take good care of his/her spiritual and physical well-being and should be invited to make an Ignatian retreat annually.

The President formally evaluates the Principal's performance on a systematic basis. The results of the President's evaluation are shared with the Principal.

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## TO APPLY

Please send a resume, cover letter outlining specific, relevant skills you bring to this position, and three references to [principalsearch@regis.org](mailto:principalsearch@regis.org). The application deadline is November 1, 2018. Interviews for those selected will be held in early November.

All inquiries will be treated confidentially.

# DUTIES RESPONSIBILITIES

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## *Leadership for Mission*

### THE PRINCIPAL...

- Ensures that the Catholic/Jesuit character of the school is developed and nurtured.
- Articulates and promotes the Jesuit mission and Ignatian vision of the school.
- Provides input into periodic review of the philosophy and mission statements of the school.
- Maintains responsibility for the development of a competent administrative team.
- Hires faculty and staff whose values are compatible with and supportive of the school's mission.
- Helps faculty and staff integrate the mission of the school throughout the school's educational program.
- Develops a discipline program with the Dean of Students which is consistent with the Catholic/Jesuit nature of the school.
- Provides opportunities for school liturgies and prayer services in conjunction with campus ministry.
- Provides an opportunity for annual retreats for faculty and students in conjunction with campus ministry and/or the faculty chaplain's office.
- Provides opportunities for the students to learn to be of service to those less fortunate in the broader community.
- Ensures that students and faculty have an awareness of the global family and issues of social justice.
- Ensures that campus ministry works to keep visible the Catholic/Jesuit character of the school

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## *School Administration*

### THE PRINCIPAL...

- Implements Board policy with regard to academics, student affairs, athletics and campus ministry.
- Develops a faculty handbook and recommends same for approval of the President.
- Ensures compliance with State and Archdiocesan policy where applicable in the operation of the school.
- Assists the President and board in the development of short- and long-range plans.
- Oversees the maintenance of school records.
- Supervises the school offices which include procedures and staff.

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## *Recruitment and Admissions*

### THE PRINCIPAL...

- Maintains overall responsibility for the recruitment and admission of students.
- Works with the Assistant Principals and the Counseling department to retain students experiencing academic difficulties.
- Makes recommendations to the President for dismissal of students after consultation with the Assistant Principals and the Dean.

# DUTIES RESPONSIBILITIES

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## *Supervisory and Support Duties*

### THE PRINCIPAL...

- Interviews, hires and, where necessary, terminates members of the faculty and academic administrative staff that report to the Principal after appropriate consultation with the President.
- Consults regularly with the President regarding personnel matters.
- Determines faculty and staff assignments.
- Conducts exit interviews of departing faculty.
- Provides orientation for new teachers and continuing in-service education of all faculty.
- Stimulates growth of faculty and staff by encouraging personal and professional development.
- Coordinates agendas for faculty meetings and in-service days.
- Appoints department chairs and coordinators of other academic and extra-curricular areas and meets regularly with them.
- Works closely with department chairs in teacher selection, teacher assignments, evaluation and development of curriculum and departmental budgets.
- Ensures the quality of the teaching-learning process in cooperation with the Assistant Principal for Academics and Assistant Principal for Student Life.
- Oversees the observation and evaluation of faculty in conjunction with Assistant Principal for Academics.
- Administers the contract, salary schedule and maintains personnel records for faculty and school staff.
- Observes and evaluates the Assistant Principals, Athletic Director, Director of Admissions, Dean of Students, and Director of College Counseling.
- Observes and evaluates the department chairs.
- Hires coaches in consultation with the Athletic Director.
- Ensures the quality of the guidance and counseling programs.
- Confers annually and individually with all faculty and school staff.

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## *Student Life*

### THE PRINCIPAL...

- Works closely with the Assistant Principal for Student Life and Formation in exercising general supervision of student activities and programs.
- Makes final decision regarding probations, suspensions and dismissals upon advice of the Dean.
- Supervises the administration of the discipline policies of the school.
- Ensures the publication of the student handbook.
- Works closely with the Dean in the appointment and supervision of all student activities moderators.

# DUTIES RESPONSIBILITIES

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## *Academic Affairs*

### THE PRINCIPAL...

- Works closely with the Assistant Principal for Academics in the planning, experimentation and evaluation of the curriculum, assisted in this by the department chairs.
- Works closely with the Assistant Principal for Academics in the appointment and evaluation of department chairs.
- Assigns teaching and other professional responsibilities as the needs of the school require.
- Oversees the reporting of student progress.
- Evaluates academic administrative personnel in the performance of their duties.
- Is responsible for the publication and updating of both the administrative regulations for the faculty & staff and the student handbooks.

## *Financial Affairs*

### THE PRINCIPAL...

- Assists with financial planning and administers the academic budget in a fiscally responsible manner.
- Directs the preparation of the budget for the Principal's office.
- Reviews and approves budgets for all academic, pastoral ministry and co-curricular areas and submit the budgets to the Treasurer.
- Monitors the academic and co-curricular budgets to ensure that they are within approved limits.

## *Facilities*

### THE PRINCIPAL...

- Works with the President to ensure that the operation of school facilities supports the school's program.
- Makes recommendations to the President for building modifications and use policies.
- Working with the CFO, ensures the coordination of the use of school facilities for school and non-school related functions.
- Working with the Dean of Students, ensures that the building safety program meets or exceeds all local and state life/safety requirements and sees that planned fire, disaster and lock down drills are conducted.

# DUTIES RESPONSIBILITIES

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## *Communications and Public Relations*

### THE PRINCIPAL...

- Oversees the timely communication of school information to faculty, staff, students and parents.
- Oversees the completion of all official Jesuit, JSN, Archdiocesan and State reports.
- Represents the school to the parent community.
- Maintains good communications and relationships with parents and other stakeholders of the school.
- Provides for weekly meetings of the administrative team, regular faculty and department meetings and end-of-year debriefing sessions with the school administration.
- Assists the President in the communication of short and long-range plans to school community.
- Develops the school calendar in consultation with other administrators.
- Attends board meetings at the request of the President.
- Maintains accreditation of the school by the appropriate agencies, as well as Province Sponsorship Studies with the Northeast Province of the Society of Jesus (UNE).

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## *Professional Organizations and Affiliations*

### THE PRINCIPAL...

- Takes part in personal as well as professional development activities.
- Participates in professional organizations, including JSN.
- Attends meetings for Jesuit high school principals conducted by the Jesuit Province and JSN.
- Attends meetings for principals of private and Catholic high schools of the area.

REGIS HIGH SCHOOL ORGANIZATION CHART

