



San Miguel School Chicago was founded by two De La Salle Christian Brothers and two lay Catholics to serve middle school students who are at-risk academically, economically disadvantaged, and who lack access to excellent academic resources tailored to their needs. San Miguel opened its doors in 1995 with 18 students in the old convent dining room with faith and hope.

The school's approach is based on the Lasallian Education model, which has been in place since 1680, offering a "human and Christian education" to the economically disadvantaged and marginalized. Over the years, Lasallian Schools have been innovative and excellent academic institutions, which provide students with the skills they need to be successful and the moral compass they need to make good decisions.

San Miguel School Chicago has grown to serve 90 middle school students, provide a graduate support program that follows students through high school, post-secondary education, and career; a family support program which offers adult education classes and workshops; and a community center which offers programs for children and families in the Back of the Yards neighborhood of Chicago.

### **Job Title - Principal**

The San Miguel School principal is the chief administrator and oversees all school and support programs for students, graduates and families.

### **Accountability**

The San Miguel School principal is hired by and is accountable to the Executive Director for the operation of the school. The principal is expected to be knowledgeable of the established policies, procedures and protocols of the San Miguel Board of Directors and the Superintendent of Lasallian Education of the Midwest District of the De La Salle Christian Brothers. The principal participates in an annual performance review by the Executive Director.

### **Requirements**

Bachelor's degree in education or related field, Master's degree preferred

Minimum 3 years professional experience in a Catholic school

Practicing Catholic

Compliance with Safe Environment Requirements

State certification in administration preferred

Bilingual English/Spanish a plus

### **School Leadership**

- Serve the school in a professional manner and act in accordance with Lasallian principles of education and Catholic doctrinal and moral teachings
- Ensure the full implementation of the Mission, Vision, and Philosophy of San Miguel School by modeling, promoting, and facilitating the Lasallian vision of Faith, Service, and Community in the school

- Organize a school leadership team to assist in the education of the whole person: academic learning, religious education, social and emotional learning, creative and physical education, family support, and graduate support
- Delegate tasks to the leadership team members based on strengths and experience
- Foster a sense of community and teamwork across the entire school community with particular support for families in their essential role of educating their children
- Ensure that the school integrates and exemplifies the mission of the Brothers of the Christian Schools by incorporating Institute initiatives, RELAN goals, and Midwest District guidance

### **Academic Excellence**

- Act as the instructional leader of the school by recruiting, hiring, supervising, evaluating, and providing quality professional development for highly qualified staff members to improve student learning
- Monitor the data of all programs to ensure that each student learns to their fullest potential and develops as a whole person
- Oversee co-curricular activities (extended school day, renaissance classes, sports, activity clubs) ensuring that the programs are in compliance with the requirements of the State of Illinois
- Teach on one of the grade level teams

### **General Administration**

- Ensure that San Miguel School meets all requirements of the Illinois State Board of Education (ISBE) in order to maintain its State of Illinois nonpublic school recognition
- Ensure that San Miguel School maintains its recognition as a Catholic School in the Archdiocese of Chicago and a member of the Midwest District of the De La Salle Christian Brothers
- Prepare and implement the annual school budget in cooperation with the school leadership team, business manager, and executive director
- Stabilize and/or grow enrollment to reach full capacity of the school by implementing an enrollment management plan and overseeing an enrollment management team
- Ensure the maintenance and safety of the school plant according to local, state, and federal requirements with the assistance of Parish, the appropriate Archdiocesan Offices, and the Office of Catholic Schools policies, procedures and directives
- Ensure that the technology needed to educate our students is fully functional and available to staff and students
- Work closely with the staff, school families, prospective families, and the community to ensure all are informed about school matters and engaged with the school
- Oversee conduct and classroom management in a respectful, proactive way utilizing the Behavior Intervention Support Team (BIST) program
- Ensure the preparation of necessary reports for the San Miguel Board, Brothers of the Christian Schools (De La Salle Christian Brothers), ISBE, Title programs, and Archdiocese of Chicago

**Please email cover letter and resume to:**

**Jeff Smart, Executive Director**

[jsmart@sanmiguelchicago.org](mailto:jsmart@sanmiguelchicago.org)