



## **Vice Principal**

### **Washington Jesuit Academy, Washington, DC**

Washington Jesuit Academy (WJA), a tuition-free Catholic, Jesuit middle school serving young men in grades 4–8, seeks a dynamic, mission-driven educator to serve as Vice Principal. This is an exciting opportunity for a collaborative and reflective leader to play a central role in advancing academic excellence, faculty development, and the formation of our students.

The Vice Principal works closely with the Principal and senior leadership team to oversee the academic program, support faculty growth, and ensure the effective day-to-day operation of the school. This role requires a strong instructional leader who is deeply committed to Jesuit education and to forming young men who are academically focused, spiritual, loving, open to growth, and committed to justice.

## **Key Responsibilities**

### **Academic Leadership & School Operations**

- Partner with the Principal and senior leadership to develop, refine, and implement the school's strategic academic vision
- Plan and manage the school's daily and weekly schedule
- Oversee grade reporting, including progress reports and report cards
- Plan and coordinate Family-Teacher Conferences
- Coordinate substitute coverage and serve as a substitute teacher when needed
- Serve as a member of the Admissions Committee

## **Faculty Development & Instructional Leadership**

- Lead the supervision, evaluation, and ongoing development of faculty
- Plan and lead school-wide professional development
- Coordinate external professional development opportunities for faculty during the school year and summer
- Lead onboarding of new faculty members
- Assist the Principal with faculty recruitment, hiring, and retention

## **Curriculum & Assessment**

- Collaborate with grade-level teams and departments to review and strengthen curriculum
- Ensure alignment and documentation of curriculum across subjects and grade levels
- Lead the administration of standardized testing and analysis of standardized testing data

## **Student Support & Program Oversight**

- Partner with the Director of Learning Support to oversee student support services
- Collaborate with the Director of Ignatian Spirituality to support student formation
- Work with the Dean of Student Life to support extracurricular programming, including field trips

## **Operational & Community Responsibilities**

- Work with the Director of Facilities to support technology and classroom needs
- Serve as Principal of the Summer Program, overseeing planning, hiring, and implementation
- Act as the primary point of contact for parents regarding academic concerns
- Support preparation for accreditation and Jesuit sponsorship visits

- Oversee key school events, including Awards Ceremonies
- Serve as site administrator for key instructional technology platforms
- Other duties as necessary

### **Qualifications**

- Commitment to the mission of Jesuit education and the formation of young people
- Substantial experience as a classroom teacher; middle school experience preferred
- Demonstrated instructional leadership and experience supporting adult learning
- Demonstrated success working with students from under-resourced communities and a deep belief in their potential
- Strong organizational, communication, and interpersonal skills
- Ability to collaborate effectively with faculty, administrators, students, and families
- Master's degree in education or educational leadership preferred

### **Position Details**

- Full-time, 11-month position
- Start date: Summer 2026 (or as determined)

### **About Washington Jesuit Academy**

A tuition-free Catholic school, Washington Jesuit Academy provides a nurturing, individualized, and comprehensive education to fourth through eighth grade boys from underserved communities in and around the Nation's Capital. We support and inspire our students and alumni from enrollment through high school, college, and beyond as they find their purpose through education and develop as men for others who make a difference in their communities and society.

## **How to Apply**

Interested candidates should submit a resume and cover letter to Jessica Vartughian, Chief of Staff, [jvartughian@wjademy.org](mailto:jvartughian@wjademy.org).