



Associate Provincial Assistant, Secondary and Pre-Secondary Education

Job Posting: The Midwest Province seeks an Associate Provincial Assistant

The Associate Provincial Assistant (APA) is a senior staff position for the Office of Secondary and Pre-secondary Education of the USA Midwest Province (UMI) and the Jesuit Schools Network. The APA serves on a team of professionals to serve the 20 Jesuit secondary and pre-secondary schools of the Midwest Province, as well as the collective care for the apostolate of secondary and pre-secondary education through the Jesuit Schools Network of North America. This position is full-time, 12 months, and reports to the Provincial Assistant for Secondary and Pre-Secondary Education (PASE).

As a part of the Province team, the APA will:

- 1.) Maintain active contact with sponsored/endorsed schools to help make the Society present, to assist school personnel in knowing the Society's priorities and direction, to understand issues facing the schools, and to keep the Provincial informed as to the health and mission-effectiveness of these schools. The APA accomplishes this by means of regular communication with school leadership, visits to each school, participation in the Province Sponsorship Reviews, and other contact such as visits to board meetings and various other school functions.
- 2.) Conduct programming for school personnel to support formation in Jesuit mission.
- 3.) Convene meetings of the Provincial with school board chairs, presidents, principals, and mission formation officers. The APA will have an active leadership role at annual principal/president and mission formation officer meetings.
- 4.) Serve as a consultant to boards of trustees and administrators regarding the assignment of Jesuit personnel, succession planning and search committees, the appointment of Jesuit trustees, and the impact of by-laws on relations between the Society of Jesus and its sponsored institutions. This consultation happens on an at-need basis, particularly when a school is in leadership transition.
- 5.) Represent the province to diocesan offices of education and other agencies (e.g., Cristo Rey Network, AdvancEd, ISACS).
- 6.) Support the collective care of Jesuit schools in North America through province-level contributions to the Jesuit Schools Network. This care includes existing and emerging province-level services that further school's Catholic, Jesuit identity, such as meetings and programs. Existing program examples include the Ignatian Themes Workshop, Ignatian Pilgrimage, and formation for new trustees. This will also involve participation in some national and international programs which would be organized and conducted through the aegis of Jesuit Schools Network.

The Midwest Province sponsors 10 traditional high schools, 4 Cristo Rey high schools, 1 non-traditional high school in Detroit, 3 Nativity middle schools, and a high school with two elementary/middle schools in Pine Ridge, South Dakota. The sponsored schools stretch from South Dakota to Ohio across three time zones in eight states. In addition, UMI co-endorses St. Martin De Porres High School in Cleveland; while the province maintains no governmental oversight, the province serves in an occasional support role.

The position begins late summer 2018, and is based at the Midwest Province offices in Chicago. Position requires significant travel. Salary and benefits commensurate with experience. To apply, please send resume and cover letter to umieducation@jesuits.org no later than January 31, 2018.