Immaculate Conception-St. Joseph (ICSJ) School located in the Lincoln Park neighborhood of Chicago seeks a dynamic, collaborative mission centered Co-Principal for preschool through eighth grades. ICSJ School provides a two campus learning environment with an early childhood primary campus serving Prek3-third grade students and a fourth-eighth intermediate and middle school campus. ICSJ School is a parish school of Immaculate Conception and St. Joseph Parish.

The vibrant school community enrolls over 450 students and includes over sixty staff members including an administrative leadership team, student support staff team, co-teachers in Prek-5th grade, and departmental middle school team. Candidates must value being a member of a team approach to leading, and practice distributive leadership to contribute to a positive school culture. Strong candidates help foster and enhance a supportive community, and manage and oversee campus logistics. To effectively lead our parents, students, and faculty, it is an expectation that the Co-Principal is an actively practicing Catholic who meets all compliance procedures with the Archdiocese of Chicago. The individual must lead in a manner that reflects a faith-based philosophy and knowledge of inclusive teaching practices and learning opportunities.

Co-Principal responsibilities and requirements include and may not be limited to:

- Analyzes academic standards and assessment practices and embraces a data driven approach to decision making
- Employs a leadership style grounded in shared decision-making is a flexible thinker and problem-solver
- Strong verbal and written communication to a variety of stakeholders
- Ability to contribute positively to the work and environment of ICSJ School
- Builds authentic and professional relationships with all families and colleagues
- Exhibits excellent judgment and decision-making abilities
- Shows a strong sense of integrity, reliability, and accountability
- Meets deadlines and works under pressure
- Employs leadership style which is appropriate for the situation, delegates and encourages self-direction and initiative
- Employs methods of clear communication which foster a safe environment which is conducive to openness and cooperation
- Leads, supports and evaluates the development of ICSJ faculty and staff, individually and collectively
- Contributes to the planning and execution of faculty professional development
- Promotes a safe and positive learning environment by effectively building relationships, maintaining established norms of behavior, and coordinating support for academic and social and emotional Instruction
- Serves as a consultant to faculty in regards to classroom management, researches progressive teaching methods and proactive approaches to discipline and positive class culture
- Utilizes established and required strategies for providing feedback to staff through class walk-throughs, informal and formal observations
- Establishes and communicates high expectations for student achievement and behavior through school and community relations
- Fosters good communication with and between parents, teachers and students
- Develops and presents informational workshops on relevant topics for parents
- Coordinates and supervises all building logistics for the school day, including substitute teaching, changes in schedule and event set-up
- Collaborates with pastor, co-principal, members of board of specified jurisdiction, assistant principal, director of curriculum and instruction, director of technology, facilities manager and support programmatic needs for students and parents
- Serves as a member of the Parish Pastoral Staff and reports directly to the Pastor.
- Participates in an annual review with the Pastor as outlined by the Office of Catholic Schools.
- Follows a plan of supervision and evaluation for all personnel for which s/he has supervisory responsibility

ICSJ is a Catholic elementary school in the Archdiocese of Chicago that provides an excellent academic, values-oriented education to students of all ethnic, religious, cultural and socio-economic backgrounds in a child-centered urban environment.