

Xavier College Preparatory High School
A.M.D.G.

Position Open: October 15, 2025
Date Posted: October 15, 2025
Applications Due: March 15, 2025

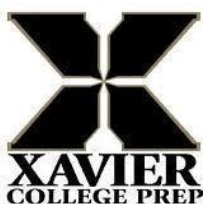
Principal

Xavier is currently accepting resumes and letters of interest from candidates interested in serving as Principal. The Principal is responsible for ensuring the Ignatian identity is visible across all aspects of Xavier College Preparatory High School. The Principal will work as the primary leader for the daily operation of the school. In addition, they will serve as a lead liaison to the President. The Principal will be responsible for developing, fostering, and overseeing a culture and curriculum that brings about inclusivity, belonging, positivity, and involvement. The Principal is responsible for building community, developing leadership, and energizing a faith focused community. This person will be tasked with inspiring curiosity and creativity, while further developing Xavier as the premier academic institution in the Coachella Valley.

Key Responsibilities:

- Cultivate and inspire professional growth in all works of the institution
- Teacher recruitment, retention, and hiring
- Ignatian Formation of faculty & staff
- Meet with students, parents, and teachers ensuring that the policies and procedures of Xavier Prep are positive, equitable, and responsive to the community
- Lead communicator to the Xavier students, parents, teachers, and staff
- Partner with the President in developing and maintaining Xavier's Ignatian Identity
- Manage and work daily with the Vice Principal, Assistant Principal for Academics and Assistant Principal for Student Life with a focus on achievement, safety, culture, and belonging
- Manage and work daily with the Directors: Counseling, Dean, Retreats, Mission, Student Leadership Council, Community Engagement, College Counseling, Special Services, Athletics
- Drive excellence and rigor across all disciplines and programs of Xavier
- Provide oversight to all aspects of the curriculum, including development, design, implementation, and review
- Ensure curriculum meets the objectives of school, the Jesuit Schools Network, and is consistent with our identity as a Catholic school within the Diocese of San Bernardino





- Manage the Assistant Principal for Academics in the submission of the Advanced Placement Curriculum, and the Pre-Advanced Placement Curriculum for annual College Board approval
- Foster and Maintain relationships with college and university partners as it relates to Dual Enrollment
- Responsible for in school accreditation process
- As needed, work evenings and occasional weekends including school events, dances and other related events
- Maintains regular contact with other Jesuit schools, members of our Province, the Jesuit Schools Network, and Diocese of San Bernardino, and other local schools

Qualifications and Experience:

- A demonstrated commitment to Catholic education
- 3-5 years of leadership/administrative experience
- A Masters Degree in a related field
- Strong understanding of Jesuit values and the mission of the Society of Jesus

The ideal candidate for any position at Xavier College Prep will meet the following Minimum requirements:

- An Ignatian educator willing to serve as a guide with and for students on their formation journey in a Jesuit high school
- Demonstrate respect and professionalism at all times, in keeping with the school's mission and Catholic/Jesuit identity
- Excellent communication skills
- Demonstrate the willingness and ability to listen, developing mutual trust with students and colleagues
- Willingness to work with a diverse student body

Compensation: Position starting at \$150,000 commensurate with experience.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.





About Xavier College Preparatory High School

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious and compassionate in service to others for the greater glory of God.

Interested applicants should submit a resume and position specific letter of interest to Chloe Folena: cfolena@xavierprep.org

