CREIGHTON PREP

In 1878, Creighton School was founded in Omaha, Nebraska and later separated into Creighton Prep and Creighton University. The school was named for Omaha businessman Edward Creighton, who, at his death, left his fortune to his wife, Mrs. Mary Lucretia (Wareham) Creighton, and she specified in her will that the money should go to the Roman Catholic bishop of Omaha to build a free school for boys. The purpose was to create a school for boys in which education was quality, Catholic-based, open to all young men of promise and, most of all, affordable. From its beginning until 1958, Creighton Prep operated as a department of Creighton University. As both the university and the high school at Creighton became more complex in their operation, it was determined that both would be better served by separating and becoming distinct institutions. In January of 1953, the current campus was purchased and the new classroom building was completed in the spring of 1958.

Today, Creighton Prep provides holistic formation and a college-preparatory education for any young man of promise, building “Men for Others” who serve and seek justice in local, national and international communities. Prep graduates are men of faith whose lives give witness to Gospel values as part of an extended community and supportive network of leaders, acting with integrity and compassion for others. All of the school’s programs are intended to challenge students through a vital stage of their personal development. The blueprint, called the Graduate at Graduation Profile, states that each young man who enters Prep will graduate as a man who is open to growth, intellectually competent, loving, religious and committed to doing justice. Graduates of Creighton Prep are truly prepared for higher education and for life.
Creighton Prep’s commitment to educational excellence is shaped by the spiritual and pedagogical traditions of the Society of Jesus that was founded by St. Ignatius Loyola in 1548. Creighton Prep strives to educate the whole person: intellectual, religious, social, emotional and physical. Faculty and administration work to ensure that each student has an opportunity to meet his individual learning needs through a course of study that provides a balanced and traditional curriculum of preparation for college studies.

Prep students score high each year on the national ACT and SAT college aptitude tests. One in four students are recognized as an AP Scholar. The class of 2015 had 4 National Merit semi-finalists and 11 commended students. All semi-finalists were named finalists.

Creighton Prep also offers dual enrollment opportunities to earn college credit through three area universities: Creighton University, the University of Nebraska Omaha and Nebraska Wesleyan University. While even the best students will be challenged, Creighton Prep graduates find themselves prepared to enter, compete and succeed in a college that best fits their needs. Approximately 99 percent of each graduating class will go on to college immediately, many to some of the finest colleges and universities in the nation, including Boston College, Harvard, Georgetown and Notre Dame. The class of 2015 earned scholarships that totaled approximately $23,467,894.

Creighton Preparatory School is accredited by the National Catholic Education Association (NCEA), the Jesuit School Network (JSN) and AdvancED.

JESUIT EDUCATION

Every Jesuit school embraces the philosophy of St. Ignatius Loyola, the founder of the Jesuits. The first Jesuit-run school was established in Messina, Italy in 1548, which makes Jesuit education the oldest secondary education program in the world. Nearly 500 years later, Jesuit schools all over the world have these characteristics in common:

- Educational excellence
- Study of the humanities and sciences
- Care for the individual
- Educating the whole person
- Religious experiences
- Opportunities for reflection
CHALLENGES FOR THE NEXT PRINCIPAL

- Keeping the Jesuit, Catholic identity viable and prominent.
- Leading a powerful, accomplished faculty and staff that functions at a high level.
- Working with the President to identify, plan, and develop authentic elements of growth for an already robust curriculum.
- Supporting and challenging the faculty and staff while encouraging them to communicate effectively across all departments.
- Participating actively in the professional worlds of Jesuit and independent education.
- Personally growing in formation as a leader in a preeminent Jesuit school.
- Following a highly successful and tenured Principal.

DUTIES

The Principal reports directly to the President and is charged with the day-to-day operations of the school.

The Principal will be evaluated by the President annually on mutually agreeable goals and objectives. The Principal serves as the director of all academic, pastoral, athletic and co-curricular activities of the school. The Principal must commit himself or herself to:

- Hiring and evaluating teachers of the highest professional and personal standards;
- Managing the high school administrative team;
- Promoting a student and faculty/staff spiritual formation program;
- Ensuring the school meets all accreditation criteria for the Archdiocese of Omaha, the State of Nebraska, the North Central Accreditation Association, and the Jesuit Schools Network.
RESPONSIBILITIES

The Principal coordinates all school activities. With the President, she or he ensures that all school activities are aligned with institutional goals and objectives, and that appropriate personnel, structures and systems are in place to facilitate these objectives. He is to evaluate all faculty, curricula, programs and activities in light of the “Profile of the Creighton Prep Graduate at Graduation.”

The Principal is to promote a rigorous and disciplined learning environment where students are supported in their search for faith and knowledge. The Principal is to seek the greater good (the *magis*) in the regular review and evaluation of personnel, curricula, programs and activities.

The Principal works in close collaboration with the Academic Assistant Principal, Dean of Students, Athletic Director, and Admissions Director. She or he delegates responsibilities to the administrative team and is responsible for their supervision. The Principal supervises the High School Office support staff.

Specific areas of responsibilities are:

- Management of the high school administrative team:
  - Implements strategies for a successful Catholic, Jesuit college preparatory school program through the hiring and appointment of assistant principals and department heads;
  - Delegates authority to assistants and directors, establishes performance indicators and evaluates performance;
  - Coordinates departmental policies and direction consistent with the school’s mission and strategic priorities;
  - Hears appeals in matters of discipline and academics.

- Excellence in teaching
  - Designs interview process for hiring new faculty and staff;
  - Hires, evaluates and renews or does not renew faculty and staff;
  - Ensures that all faculty and staff are formed as Jesuit educators;
  - Designs and reviews curricula.
Creighton Prep

- Spiritual development for students, faculty, and staff
  - Serves as a member of the apostolic leadership team with the Jesuit Community superior and the president;
  - Ensures adequate staffing and programming for Campus Ministry;
  - Implements a faculty and staff spiritual development program.

- Communication
  - Assumes responsibility for the content, quality, and frequency of timely and appropriate communication with parents, students, faculty, and staff;
  - Serves as liaison to the Parents Board and Prep Moms;
  - Reports to the President on a regular basis;
  - Reports to the Governing Board on pertinent issues;
  - Oversees the publication of the Student/Parent Handbook, and other written policies pertaining to expectations and procedures.
QUALIFICATIONS

Only those applications that demonstrate the following five minimal qualifications will be forwarded to the Principal Search Committee:

• Possess or pursuing a Nebraska administrative certification.
• Master’s degree.
• Practicing Catholic.
• Minimum of three years successful leadership experience in a Jesuit high school (preferably as a principal, assistant principal or program director).
• Exceptional teaching background.

CONFIDENTIAL APPLICATION

Candidates, please submit electronically the following materials as separate Word documents:

• Cover letter expressing interest, detailing areas of fit, identifying areas of concern and enumerating strengths that you believe you would bring to the position.
• Current résumé with dates for all degrees and professional experience.
• Statement of leadership philosophy and practice in a Jesuit, Catholic high school.
• Five references with names, addresses, phone numbers and email addresses (referents will be contacted only with the candidate’s permission).

Your candidacy is strictly confidential with Fr. Tom Neitzke, S.J. until the public phase of the search.

Accepting applications through: Wednesday, September 30, 2015

Fr. Tom Neitzke, S.J.
President
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402-393-1190