

Blessed Sacrament School

Principal Job Description

The principal of Blessed Sacrament School is the spiritual, instructional, and administrative head of the school, and is responsible for the effective operation of the school as a Catholic educational institution. He/she is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation, and vitality and viability. He/she is responsible for creating a welcoming atmosphere for all members of the school community (faculty, staff, students, parents, and donors) and a climate that encourages the engagement of each student in the learning process while fostering a love for learning. The principal must be a practicing Catholic. The principal reports directly to the pastor of Blessed Sacrament Parish.

The essential duties and responsibilities of the principal include but are not limited to:

- Providing leadership within the school and creating an environment that reflects the Catholic identity of the school;
- Creating a vigorous marketing public relations strategy that includes student admissions and retention;
- Developing a rigorous educational program that meets the needs of the student population while maintaining a consistency in academic excellence;
- Facilitating the integration of technology into all aspects of teaching and learning;
- Providing leadership among faculty, staff, and parents that creates an inviting, welcoming learning environment in which the diversity among students on all levels is both respected and appreciated;
- Creating an atmosphere, with faculty, staff, and parents, that fosters a love of learning among students and encourages the development of each student to his/her full potential;
- Providing professional development for faculty that advances the academic and spiritual goals of the school;
- Preparing the school budget in collaboration with the Pastor, F&O Manager, School Board and Parish Finance Council;
- Monitoring of the budget and recommending necessary adjustments to meet or exceed budget;
- Maintaining the physical environment of the building by ensuring its cleanliness and safety;
- Preparing school for and leading the school during any emergency response;
- Recruiting, hiring, supporting, and supervising faculty and staff, performing evaluations, and terminating employment as necessary and appropriate;

- Management of the school office, including submitting reports, keeping records, publishing the school calendar, providing for office and telephone coverage, and providing appropriate internal and external signage that is positive in tone, helpful, and communicates the mission of the school;
- Coordination of parent and community involvement in school activities;
- Creating and implementing a long-term strategy for institutional advancement if one is not already in place; and
- Working with the Pastor, parish and collaborative staff to ensure the school's participation in the New Evangelization of the greater Walpole community.

Qualifications:

The principal of Blessed Sacrament School is a practicing Catholic, holds a Master's degree in education and current Massachusetts certification as a school principal, with significant teaching experience. Catholic school experience is preferred.

Physical Performance Elements:

The principal of Blessed Sacrament School has the ability to use a computer keyboard for up to 8 hours/day, sit for up to 8 hours/day, lift up to 20 pounds.

To apply, send a cover letter, resume, three letters of reference, a letter from your pastor, and certification information via email to:

Applycatholicschools@rcab.org

Archdiocese of Boston

Catholic Schools Office

The deadline for applications is: Monday, March 5, 2018