

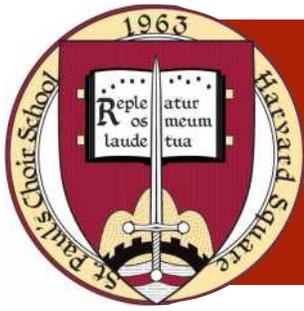
# ST. PAUL'S CHOIR SCHOOL HARVARD SQUARE



Information for candidates for the position of

## **HEAD OF SCHOOL**

Start date of June 2018



# ST. PAUL'S CHOIR SCHOOL HARVARD SQUARE



## ST. PAUL'S CHOIR SCHOOL

- **A unique school** - We are the only Roman Catholic Choir School for boys in the United States.
- **An intentionally small school** - We educate 45-60 boys in Grades 4 through 8 at the highest levels of academic instruction.
- **Internationally known and respected** - We provides musical formation for the boys who sing in the world-renowned Choir of St. Paul's, which has launched two international CDs in the past 3 years
- **A vibrant part of Harvard Square** - We are a leading Catholic day school with a reputation for high standards of academic and musical achievement, and an outstanding record of

### School Overview

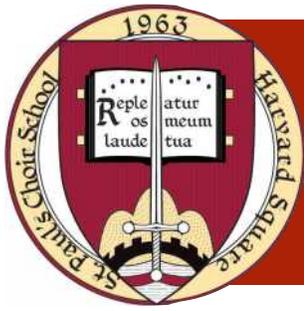
St. Paul's Choir School is a rich environment in which boys are inspired to study with seriousness, grow in their faith, and to develop excellent moral character. Located in the heart of Harvard Square, an international center of learning and culture, the school enjoys a close relationship with St. Paul's Church in Harvard Square.

St. Paul's Choir School encourages each boy to think critically, to appreciate beauty, to be creative, to value faith, to discriminate between good and better, and to be kind and a good citizen of the world he will inherit.

The new Head of School will require the confidence and discernment to know how best to draw out these qualities in the students.

St. Paul's Choir School was founded in 1963 by Dr. Theodore Marier, who learned from the great traditions of the European Choir School model to form an American Catholic Boys Choir School. The choir school model is a unique synthesis of academic and musical study, which induces heightened levels of focus, organization, and achievement in all students. So successful is the academic work of the school, that a 'Chorus' track for boys who want to benefit mostly from the academic offerings was begun in 2016. The Chorus program is a less rigorous musical program than the main Chorister program as it only has 2 rehearsals per week instead of the customary 10. Chorus students also participate in enrichment classes such as public speaking, media production, art and French culture and civilization while the Choristers have their music rehearsals.

The school aims to seat up to 60 boys from Grade 4 through Grade 8. To promote aesthetic authenticity and consistency with tradition, as well as provide all its male students the benefits of boys school formation with the same goals as the great boys schools in the area (St. Sebastian's, BC High, Xaverian, Catholic Memorial, St. John's Prep, Roxbury Latin, Belmont Hill and many more) the school intentionally maintains its strong formational program for boys.



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## Relationship with St. Paul Parish

The school provides for the musical training of the renowned Choir of St. Paul's in service to the liturgy at St. Paul Parish. The boys sing for six services weekly at the church, including daily Masses and choral Vespers, and join with twelve professional male singers to sing for Mass on Sundays and Feast days during the academic year. The Choir additionally provides music for Masses at the major feasts of the liturgical year, including Christmas, Holy Week, and Easter. The Head of School supports the Director of Music to the fullest extent in enabling the Choir's service to the church. Boys are also trained in Altar Serving, Lectoring and Ushering.

## Governance

The Head of School leads all the day-to-day business of the school. All school operations are under the pastoral leadership and guidance of the Pastor of St. Paul Parish. The Head of School is directly responsible for hiring, overseeing and evaluating the academic faculty; consequently, academic ability will be a key consideration in the Head of School's appointment. The Head of School collaborates with the Director of Music to optimize and balance all the aspects of the boys academic, musical, spiritual and character formation.

## Location and Site

The campus of St. Paul's Choir School is located on the southeast corner of Harvard Square, halfway between Harvard Yard and Harvard's historic river residential houses. The school occupies much of the building directly adjacent to St. Paul's Church, connected to it by an enclosed footbridge. This building also houses the Parish offices and the Harvard Catholic Center. The campus is easily accessible via the MBTA's excellent system of public transit, and many pupils commute to the school via the subway or buses at Harvard Square station.

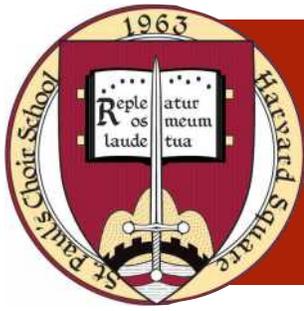
## Academic Study

St. Paul's Choir School seeks to recruit boys with academic potential and enthusiasm. The current academic offering includes the teaching of Math, English, Science, History, Religion, French, and Latin (in 2018-2019).

Academic faculty are appointed on the basis of expertise in their subject, and are expected to display proven abilities as classroom teachers and managers. In appointing faculty, like many excellent private schools in the area, the school seeks teachers with deep enthusiasm and a degree in their academic subject who are willing to also obtain the proper teaching certifications. A relatively inexperienced teacher can ignite great enthusiasm and passion for his or her subject because of his or her own excellence in and love thereof.

The Head of School will be responsible for guiding the curriculum development of the School, with a strong eye toward challenging each boy to excellence. Faculty members are encouraged to advance curricula well beyond expectations prevalent in the state and parochial sectors. Lessons are planned individually and submitted for the Head of School's evaluation and approval. Because class sizes are so small (a target of twelve seats per grade), faculty are able to teach in a fully differentiated manner, pursuing aspects of their subjects as best suit certain ages and abilities. These small classes make for truly individualized learning in which each boy is helped to excel as an individual. Students typically are very able and deeply committed to their education. St. Paul's Choir School truly is an ideal learning environment for outstanding young men. Yet, there still is much potential for a new Head of School to further develop, inform, and guide the school's outstanding programs.





# ST. PAUL'S CHOIR SCHOOL HARVARD SQUARE

## Musical study

At St. Paul's, the Choir is of special significance. Throughout the history of choir schools, the choir has been the hallmark of the institution and has provided the primary musical educative experience therein. Upon arrival, boys on the 'Chorister program' spend a year as Pre-Choristers, which is a period of training before their Investiture brings them fully into the Choir. All pupils including the 'Chorus program' are enrolled in a Music Theory course developed by the Associated Board of the Royal Schools of Music (ABRSM). This course is used extensively in choir schools across the world, and teaches all aspects of written music. Students sit each year for the board examination in their grade level. Each boy studies the piano in school with one of a faculty of four professional piano teachers, following a piano course also organized by the ABRSM.

The school's status as a leading institution of musical instruction inevitably means that music is a prominent part of daily life. The music facilities are extensive and include a large rehearsal room outfitted with specialized choir desks, a classroom devoted to Music Theory and related aural instruction, four piano studios, an organ studio, a wardrobe room for robes, and administrative offices for the Music Department.

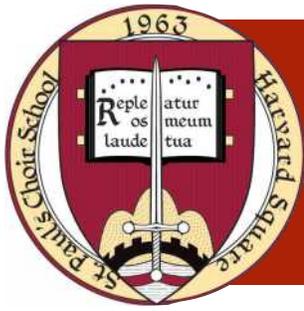
As has always been the case, the primary agent in the teaching of music at the school is the repertoire of beautiful liturgical music itself. By engaging with this great and important corpus of Western music, pupils learn about its history, context, and, most importantly, about how music functions as an art for worship, evangelization, and beautification.

## Spiritual and Character Formation

The Catholic faith informs many aspects of SPCS. Every boy studies the basic beliefs and faith practices of Catholicism and comes to appreciate its 2,000-plus year history and the reasons why one billion people share the Catholic faith across the world today. In recognition of the importance of prayer in order to grow in relationship with God, Holy Mass is celebrated each school day. It is the hope that through the singing of the Mass and understanding the rich musical tradition of the Church, each boy will appreciate at a deeper level the power of God in his life and thus respond as faith-filled individuals.

As a boys school, the school has intentionally structured the day for the ways boys learn best. The entire educational experience helps boys grow into young men of integrity, empathy, service, resilience and confidence. School staff members appreciate the intensity and complexity of boyhood; they celebrate and value everything it means to be a boy. Teachers seek to form good men and understand that boys develop and learn in different ways. Without the social pressures of a coed environment, students in an all-boys school also can explore the full range of their personalities and potential. Avoiding stereotypes, they discover they have many roles to play as a scholar, musician, artist, athlete, and friend.





# ST. PAUL'S CHOIR SCHOOL HARVARD SQUARE

## Faculty and staff

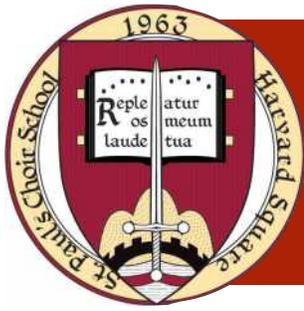
The faculty consists of specialists in Math, English, Science, History, Religion, French, and Latin, all of whom teach their respective subjects to pupils in Grades 4 through 8. Additionally, all students study Piano, which is taught after school by one of four piano teachers. The school staff also includes a Development Associate and an Office Manager.

## Schedule

The school maintains an active daily schedule. Academic lessons are held Mondays through Fridays. Choristers rehearse twice each day Tuesday through Friday, and the whole school attends the daily Mass at 12:10pm each day. The Chorus members rehearse twice each week. An additional rehearsal with the Gentlemen of the Choir follows Choral Vespers on Thursday evenings. The full Choir of St. Paul's sings on Sunday mornings for the 11am Mass.

Boys whose voices have changed and are maturing enjoy a somewhat more relaxed singing schedule, as they join with other boys in the school's Chorus program. Chorus students also receive additional academic enrichment and leadership development during some Chorister rehearsal periods. They additionally serve at the altar and act as lectors and ushers at St. Paul's during Masses and Vespers.





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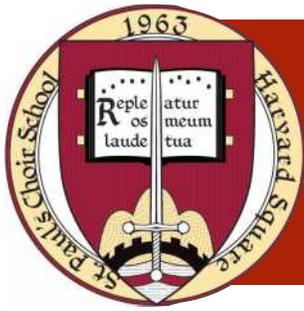
## THE ROLE

The Pastor of St. Paul Parish in Harvard Square and the Search Committee invites applications for the position of Head of School of St. Paul's Choir School from candidates who are able to take up the appointment in June 2018. This important appointment will set the tone for the academic life of the school.



The role of the Head of School is to lead and manage St. Paul's Choir School in respect of:

- The day-to-day implementation of the School's Catholic mission
- The School's recruitment and development of a great academic staff
- The School's enrollment and advancement initiatives
- The administrative and financial oversight of the school.
- The needs and aspirations of the Choir
- The nature of a highly competitive and rigorous academic program for middle school boys



# ST. PAUL'S CHOIR SCHOOL HARVARD SQUARE

## The Person

The successful candidate will be in complete alignment with the purpose of a Catholic Boys Choir School, and have a desire to deepen and promote the School's relationship with The St. Paul Parish and its Catholic mission. The new Head of School will lead and earn respect by example as an individual of faith, of learning, of culture, of integrity, of initiative, and of interest in Catholic education at the highest levels.

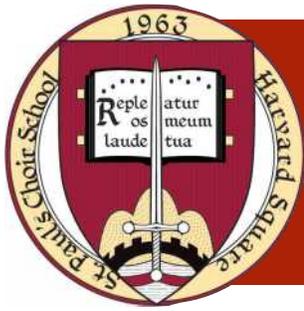
The successful candidate will be:

- An experienced teacher or current Head of School or principal, or a holder of a similarly demanding post in academia or educational management. With an impeccable academic background, the successful candidate will have a comprehensive understanding of the educational and pastoral needs of boys in the school's age range.
- A visionary, innovative leader with a strong record of achievement in educational management and a clear understanding of the commercial skills required to administer a private school. Some experience of the statutory and regulatory requirements of the management of private schools would be desirable.
- An excellent recruiter of students, teachers and benefactors who will oversee and be responsible for all the schools enrollment, advancement and academic excellence goals.
- A strong communicator who is able to inspire children, parents, and staff and work confidently and collaboratively with them.
- A relationship-builder with diplomacy and confidence to work effectively with diverse groups. Establishing strong communications with outstanding high school headmasters is particularly important.
- Someone willing to support, encourage, develop, and celebrate the excellence, breadth, and diversity of all that the School espouses.

On a daily basis, the position will involve supporting a talented academic staff and inspiring a culture of excellence in learning and inquiry in the students. St. Paul's Choir School seeks to admit talented boys, and to promote the study of subjects by teachers who are passionate about those fields. Additionally, the Head of School will work with the Pastor and the Director of Music in coordinating choir and school events, and to keep the school and music budgets on track. The Head of School will be expected to take an active role in managing daily interactions with parents. The Head of School will work to build on the school's excellent rapport with local secondary schools. The school has always placed boys in a large range of excellent secondary schools, and this is an important attraction for parents who consider St. Paul's as an option for middle school.

St. Paul's Choir School is at an exciting time with respect to development. As the school community looks towards the appointment of a Head of School, there is a great hope that an expansion of the school is very likely, building on the success of recent years. The new Head of School will be expected to work to bring about new initiatives that will help to honor the School's rich past while advancing a vibrant future.





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## Additional traits

St. Paul's Choir School will benefit enormously from a Head of School who operates as:

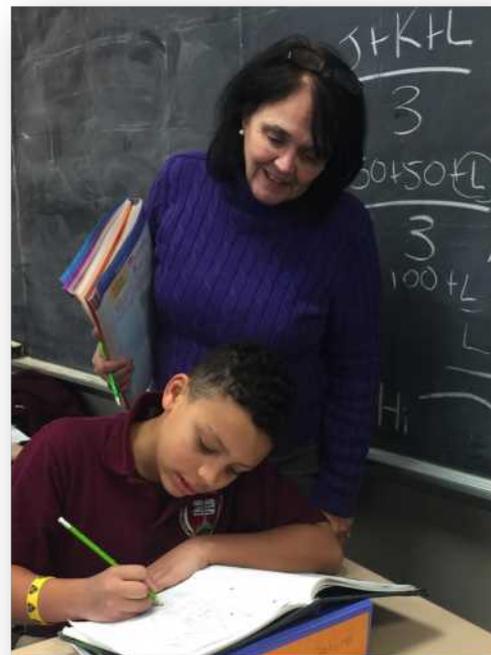
- **A role model** - Set an example for the boys by maintaining a consistent presence in all aspects of school life
- **A person of integrity** - Display a willingness to know the boys well as persons by cultivating encouraging, formative relationships
- **A relationship builder** - Promote the school's profile, network for the school, and build on the school's engagement with the local academic and cultural community
- **A recruiter of students and supporters** - Initiate contact with families and organizations that can help boys with strong academic and musical potential to consider the school. Attract new benefactors to support the school's mission
- **An inspiring leader** - Recruit and retain outstanding academic faculty, and collaborate with and encourage them in curricular and professional development
- **An advocate** - Build the School's institutional ethos, in order that the St. Paul's Choir School might continue to grow as a center of piety, learning, and culture

## The application process

Interested candidates are invited to send their resume, cover letter and salary requirements to the Search Committee at this email address:

[headofschoolsearch@saintpaulschoirschool.us](mailto:headofschoolsearch@saintpaulschoirschool.us)

The cover letter should set out some of the ways in which the candidate feels their experience, educational philosophy, and character are a match with the details of the position as described above. Please send all attachments as PDF files.



For more information about the school, candidates can visit the webpage for this search at [www.CatholicRecruiting.com/SPCS](http://www.CatholicRecruiting.com/SPCS) or at the school's website: [www.SaintPaulsChoirSchool.us](http://www.SaintPaulsChoirSchool.us).

We encourage candidates to view the school profile on the search webpage.