

Principal Job Description

The principal of Saint Jerome 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. Saint Jerome School is a Catholic elementary school enrolling students from age 3 to grade 8. In 2017 it celebrated its 60th anniversary and received its fourth consecutive NEASC accreditation, earning the highest rating possible in all fifteen standards. The school community passionately lives its mission “academically strong, rich in faith, generous in service” and welcomes a leader to embrace and enhance the same. The principal is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation, as well as vitality and viability. He or she is responsible for creating a welcoming atmosphere for all members of the school community including faculty, staff, students, parents, and donors to 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 the Catholic Weymouth Collaborative.

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

- Providing leadership within the school and creating an environment that reflects the dynamic Catholic identity of the school
- Creating a vigorous marketing public relations strategy that includes student admissions and retention
- Enhancing a rigorous educational program that meets the needs of the student population while maintaining a consistency in academic excellence. Excelling at 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 as a child of God
- Providing professional development for faculty that advances the academic and spiritual goals of the school
- Preparation of the school budget in collaboration with the pastor/school consultative board/collaborative finance council and the administration; monitoring of the budget once it has been approved
- Maintaining the physical environment of the building by ensuring its cleanliness and safety
- 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
- Working with the Collaborative Finance Council for the parts that relate to the school
- Attending Collaborative Staff meetings, so as to be an active participant in the overall programs of Faith Formation and Evangelization of the Collaborative
- Creating a long-term strategy for institutional advancement

Qualifications:

The principal of Saint Jerome School is a practicing Catholic, holds at least a Master's degree in education, and current Massachusetts certification as a school principal, with significant teaching experience. Catholic school experience is preferred. Demonstrated communication skills, including public speaking and written communication. The ability to work in a collaborative team effort. The ability to delegate tasks as appropriate.

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: Friday, May 25, 2018