

## **Principal Job Description – Our Lady of the Assumption**

### **Lynnfield**

Our Lady of the Assumption School (OLA) in Lynnfield, MA, is a vibrant and highly regarded PreK-8 Catholic school that attracts students from numerous area communities with predominant representation from Saugus, Peabody, and Lynn. OLA offers a rigorous academic curriculum within a faith-filled and nurturing environment. The faculty and staff are committed to the development of each child by providing inspiration and quality instruction while integrating Catholic values, traditions, and worship.

The principal of OLA is the spiritual, instructional, and administrative leader of the school, and is responsible for the effective operation of the school as a Catholic educational institution. He/she creates an environment that fosters academic excellence, Catholic faith formation, and vitality and viability to ensure that OLA is prominently represented as a school of choice for discerning families seeking a Catholic education. The Principal reports directly to the pastor of OLA parish and has leadership responsibility for 34 faculty and staff and approximately 320 students.

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

- Providing personal and visible leadership in communicating and promoting the mission of OLA and its identity as a Catholic school to all constituents including current/prospective OLA families, Lynnfield Catholic Collaborative parishioners, alumni, peer educators, community leaders and current/prospective donor
- Developing and implementing an annual giving program to secure institutional support from alumni, parents, former parents, grandparents, and friends to ensure a strong and secure financial future for the school
- Developing a rigorous educational program that meets the needs of the student population and maintaining a consistency in academic excellence
- Providing leadership among faculty, staff, and parents that creates a welcoming, learning environment in which the diversity among students on all levels is both respected and appreciated, and that encourages the development of each student to his/her full potential
- Providing instructional leadership and professional development for faculty that advances the academic and spiritual goals of the school
- Managing the school office including coordinating parent involvement in school activities, communicating to stakeholders, investing in technology

- Recruiting, hiring, managing, and evaluating faculty and staff
- Preparing the school budget in collaboration with the pastor/school consultative board and administering and monitoring of the budget once it has been approved
- Creating a comprehensive strategic plan that includes, but is not limited to, student admissions and retention, spiritual and professional development, technological/capital improvements, marketing/communications, and fundraising

### Qualifications

The principal of OLA is a **practicing Catholic** deeply committed to the development of his/her own faith and that of the students, teachers, and parents and holds a Master's degree in education and current Massachusetts certification as a school principal, with significant (5+) teaching experience. Catholic school experience preferred.

To apply, send a cover letter, resume, three references, and certification information to [applycatholicschools@rcab.org](mailto:applycatholicschools@rcab.org). Closing date for applications is May 11, 2017

Starting date July 1, 2017