

Principal  
Saint Mary School  
Winchester, MA

The principal of Saint Mary 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. The principal is a committed practicing Catholic. 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 reports directly to the pastor of Saint Mary parish. Saint Mary School is a Pre-School-Grade Five school.

The 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
- Working with the Marketing Director to create a strategy that includes increasing student enrollment and the retention of current students
- Developing a rigorous educational program that meets the needs of the student population and maintaining a consistency in academic excellence. Excel 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
- Providing professional development for faculty that advances the academic and spiritual goals of the school
- Preparation of the school budget in collaboration the pastor/school consultative board and the administration and 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 annual 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
- Create a long term strategy for Institutional Advancement if one is not already in place
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**Qualifications:**

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

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

[Applycatholicschools@rcab.org](mailto:Applycatholicschools@rcab.org)

Archdiocese of Boston

Catholic Schools Office

The deadline for applications is: April 28, 2017

Start date July 1, 2017