

TRINITY CATHOLIC ACADEMY
Brockton, MA
PRINCIPAL Upper School (Grades 4-8)

The principal of Trinity Catholic Academy Upper 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 reports directly to the Regional Director.

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

- Provides leadership within the school and creates an environment that speaks of the Catholic identity of the school.
- Develops a rigorous educational program that meets the needs of the student population and maintains a consistency in academic excellence.
- Provides 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.
- Creates 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.
- Provides professional development for faculty that advances the academic and spiritual goals of the school.
- Prepares the school budget in collaboration with the Regional Director, consultative board and the administration and monitors the budget once it has been approved.
- Maintains the physical environment of his/her building by ensuring its cleanliness and safety.

- Recruits, hires, supports, and supervises faculty and staff, performing annual evaluations, and terminating employment.
- Manages the school office, including submitting reports, keeping records, publishing the school calendar, providing for office and telephone coverage, and communicating the mission of the school.
- Coordinates parent and community involvement in school activities.
- Implements the school improvement plan.
- Works with the Regional Director and support staff to ensure timely interventions.
- Performs other duties at the direction of the Regional Director.

The Principal is a practicing Catholic, holds a Master's degree in education and current Massachusetts certification as a 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.org@rcab.org

Archdiocese of Boston
Catholic Schools Office

The deadline for application is April 27, 2017