

Principal Job Description

The principal of Sacred Heart School is the spiritual, instructional, and managerial head of the school, and is responsible for the effective day-to-day operation of the school as a Catholic educational institution, under the aegis of the Pastor. He/she is the primary agent for creating a daily 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, donors and visitors) and a climate that encourages the engagement of each student and faculty 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 Sacred Heart & Saint Thomas More collaborative parishes.

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 as it exists as part of the Collaborative of Sacred Heart and Saint Thomas More parishes
- Working with the Pastor, Advisory Board and Development Council creating a vigorous marketing public relations strategy that includes student admissions and retention
- Developing a rigorous educational program that meets the needs of the student population while 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 and spirit of peace and joy throughout the learning community 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
- Working with the Finance council and the Pastor to analyze and prepare the school budget; monitoring of the budget once it has been approved
- Working with the Facilities Team and the Business Manager to assure the facilities are safe, clean and in compliance with code and licensing
- Recruiting, hiring, supporting, and supervising faculty and staff, performing evaluations, and working with the Pastor on Human Resource 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

Qualifications:

The principal of Sacred Heart School (Braintree-Weymouth) is a practicing Catholic, holds a Master's degree in education and current Massachusetts certification as a school principal, with significant teaching experience. Catholic school experience is preferred. Pastoral experience is preferred.

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 18th, 2018