

## **St. Agatha School, Milton Principal Job Description**

The principal of Saint Agatha School (pre-K through Grade 8) 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, alumni, and donors) and 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** who lives the values of the Gospel and will foster the spiritual and intellectual mission of St. Agatha School. The principal reports directly to the pastor of Saint Agatha Parish.

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
- Being responsible for school safety and evacuation plans
- Creating a vigorous marketing and public relations strategy in both social and print media 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. 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
- Providing professional development for faculty that advances the academic and spiritual goals of the school
- Preparing the school budget, including the development of a tuition schedule, in collaboration with the pastor/business manager/parish finance council/school advisory board; monitoring the budget once it has been approved; attending the scheduled meetings of the parish finance council and the school advisory board
- Reviewing, upholding, and revising (when necessary) the Student and Faculty Handbooks
- Reviewing the school's recent Self-Study document, and responding to the school's and the NEASC's recommendations within the timeline given by the NEASC in the document renewing the School's accreditation through 2028

- Maintaining the physical environment of the building by ensuring its cleanliness and safety
- Recruiting, hiring, supporting, and supervising faculty and staff, performing evaluations, and initiating corrective action as necessary and appropriate
- Managing 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
- Coordinating parent and community involvement in school activities
- Creating a long-term strategy for institutional advancement
- Being an effective and timely communicator with all of the school's constituencies
- Demonstrating the capacity to build community among the various parties in the school, including teachers, staff, students, parents, alumni, and donors.

**Qualifications:**

**The principal of Saint Agatha School 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.

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](mailto:Applycatholicschools@rcab.org)

Archdiocese of Boston

Catholic Schools Office

The deadline for applications is: Tuesday, March 20, 2018