



TRINITY CATHOLIC ACADEMY

Head of School July 1, 2019

Trinity Catholic Academy, Inc., an incorporated, co-sponsored school of the Campaign for Catholic Schools, Inc. and the Archdiocese of Boston, and governed by a Board of Trustees, seeks an experienced and dynamic leader to serve as Head of School for its upper and lower campuses. Formed in 2007 as a legacy school from three parish schools in the City of Brockton, MA., the Academy is a co-educational, multi-campus model that operates in two fully renovated school buildings for 350+ students, with the lower campus serving students age 2.9 to grade 3, and the upper campus grades 4 to 8.

The Head of School reports directly to the Trinity Catholic Board of Trustees and oversees the Principal, faculty, and staff to support and oversee the daily school operations, while providing leadership, educational and strategic direction to position the Academy as a school of choice in the City of Brockton MA.

As Head of School, the candidate will be responsible for all academic, extracurricular and development/finance programs of the Academy. S/he will be the inspirational leader of the Academy to both the internal constituencies (board, faculty, staff, parents, students and pastors) as well as external constituencies (funders, community leaders, parishioners, governing members).

Specifically, the Head of School will be:

- A Visionary leader – providing strategic direction, leadership and management to clearly articulate the vision for the school and its future and be an active role model to establish and advance a culture of inclusiveness, kindness, respect and excellence within all aspects of the school community.
- A Spiritual leader - embodying and advocating the mission of the school, which is manifest in the relationship between student and teacher; thus the administration and faculty are at the core of the school and fundamental to the life of the Academy and entrusted with the responsibility to foster a vibrant Catholic environment for the students, parents and all entrusted to our care.
- An Academic leader - ensuring that all students receive an excellent education, which embraces Gospel values in a professional learning environment that challenges and empowers faculty and students to ensure academic success and achievement.
- A Relationship-builder - an internal/external relationship-builder to be representative of the board in all relations with the faculty, staff, students, families, patrons, City of Brockton and the larger school community.

- A Passionate, educational leader - committed and energized to lead effectively and with enthusiasm the Trinity Catholic school community – its students, faculty, parents, and benefactors within the City of Brockton and the greater Brockton communities.

Key Responsibilities:

A summary of the duties and responsibilities of the Head of School are as follows:

- Provide leadership in the development of educational programs while maintaining consistency in academic excellence and the constant improvement in instruction, including annual and interim goals for measuring student performance.
- Hire qualified persons to serve as members of the faculty and administration. He/she will have direct supervision of the faculty and staff and shall coordinate the activities of the entire organization ensuring that the appropriate administrative procedures and schedules are in place for the effective operation of the school.
- Represent the school to all its constituents including neighborhood, parents, students, alumni, business community, faculty, and staff.
- Supervise all programs of the school (academic, athletic, and extracurricular programs); to monitor curriculum, grading, testing, and reporting to parents; to prepare for and conduct periodic program evaluations; to submit reports to external agencies as required; to establish disciplinary policies and standards of conduct.
- Supervise the business manager in the preparation of budget from preliminary to final approval; to monitor and report on year-to-date income, expenditures, collections, and cash flow; to prepare financial statements and maintain appropriate financial records; to oversee payroll and all employee benefit programs.
- Oversee the admissions process in determining programs for the recruitment of students, including marketing and outreach, information dissemination, including applicant testing, interviews, acceptance and decisions.
- Supervise the development director and participate in development efforts to cultivate and build effective donor relationships, alumni support and recurring support for the school.
- Represent the school and actively participate with the Board and development committees, in fundraising efforts to promote annual operating and endowment support.
- Supervise and/or assist with all other aspects of the school's operation, including (but not limited to) facilities maintenance and operation, food service, transportation, summer programs, and after-school programs.
- Handle all matters regarding employment, retention, and dismissal of personnel; salaries and contracts; job assignments, duties and performance evaluations; employee orientation and training. Prepare employee handbooks and maintain appropriate personnel records.
- Serve as a liaison with the other organizations to ensure fulfillment of the school's contractual obligations; to coordinate schedules, arrange for rentals, and coordinate procedures where the interests of both organizations are involved.
- Represent the school in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies.
- Interpret school policies to all school personnel and the community at large and ensure compliance in implementing Archdiocesan policies within the school.

- Serve as an ex officio member of the Board of Trustees and work with the board, its chair, and its committees in carrying out established school policies; to review those policies and make recommendations for changes; to attend meetings, prepare reports, maintain board records, and keep trustees informed on all aspects of the school's operation.
- Prepare annual and interim goals for review and approval by the Board and the Corporate member/co-sponsors, with regular updates on academics, curriculum, technology, student performance, development, finance, and school operations.
- Provide regular and accurate program reports to the Board of Trustees, the Corporate Board, Superintendent of Schools, accrediting agencies such as the New England Association of Schools and College (NEAS&C), and the National Catholic Education Association (NCEA).

Qualifications:

- Committed, practicing Catholic.
- Devoted educator with an advanced degree, preferably a Master's degree in education, and knowledgeable of current trends and educational programs in the various content areas.
- Demonstrated communication and educational leadership experience, delivering services to a diverse population in an urban setting.
- Must be a proven, hands-on academic leader. He/she must know what solid instruction looks like, be able to help teachers develop their craft and be willing to spend time in direct classroom observation to oversee the teachers' work.
- Experience using student performance data to initiate planning/improvements in teaching and learning. Facile with many kinds of student performance data, both formal and informal.
- Ability to establish a strong team of professionals to implement the mission, philosophy and vision through the effective hiring and management of faculty and team members.

Competitive salary and benefits

Interested and qualified applicants should submit in one email, the following documents:

- Cover letter and current resume
- Statement of educational or leadership philosophy
- List of five references and contact information (note: references will only be contacted for finalists and with the candidate's permission).

Please send all materials to the following email address:

Applycatholicschools@rcab.org