



Principal Job Description

The principal of St. Charles Borromeo 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, parishioners 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.** The principal reports directly to the pastor of St. Charles Borromeo Parish.

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

- 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 leadership within the school and creating an environment that reflects the Catholic identity of St. Charles School and its mission statement. Collaborating with the school and parish communities to deepen the faith experience of each student.
- 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.
- Monitoring school's strategic plan in conjunction with St. Charles School Advisory Board to ensure the school is consistently upholding the NEASC standards and striving for growth.
- Implementing procedures to assess program effectiveness; guiding and assisting the staff in planning and implementing instructional strategies that match the curriculum and student learning needs.
- Developing a rigorous educational program that meets the needs of the student population while maintaining a consistency in academic excellence and excels at the integration of technology into all aspects of teaching and learning. Working with teachers to effectively use NWEA MAP data to better instruction.
- Providing professional development for faculty that advances the academic and spiritual goals of the school and identifying other staff training needs. Creating systems that allow for faculty and staff members to be leveraged as leaders.
- Recruiting, hiring, supporting, and supervising faculty, staff, and independent contractors. Performing evaluations and terminating employment as necessary and appropriate. Managing the school's contracted support staff members including Title I specialists, paraprofessionals and counseling professionals.
- Creating a vigorous marketing public relations strategy that includes growing new student admissions and retention.
- Managing the submission of reports, record keeping, and publication of the school calendar.
- Maintaining open communication with entire school community through regular email updates, newsletters, maintenance of the ParentsWeb system, weekly bulletin updates, open availability for meetings, and timely replies to emails and phone calls.
- Overseeing and implementing the school's marketing program by ensuring consistent branding and effective advertising across all platforms (print and electronic).



- Continuing the school's upward enrollment trend through an admissions process with timely contact and follow up with families from their first inquiry to enrollment. Growing enrollment through the expansion of community partnerships.
- Demonstrating knowledge and applying principles of fiscal management. Effectively generating, planning and managing school budget, in collaboration with the business manager and pastor.
- Supervising the use and maintenance of the building and grounds to ensure cleanliness and safety.
- Expanding the advancement program to increase annual fund campaign, to expand fundraising efforts, to explore grant funding opportunities and to secure major gifts.
- Overseeing, amending and enforcing St. Charles School discipline policy.

Skills:

- Excellent oral and written communication skills. Excellent interpersonal skills
- Demonstrates competence in staff selection, training, supervision and evaluation
- Demonstrates problem-solving skills
- Familiarity with google suites for education
- Familiarity with FACTS: Tuition Management, SIS, and Grant and Aid

Qualifications:

The principal of St. Charles Borromeo School is a practicing Catholic, holds a master's degree in education and current Massachusetts certification as a school principal, with a minimum of 7 years teaching experience and 3-5 years of leadership/administrative 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

Archdiocese of Boston

Catholic Schools Office