

St. Mary Parish School, Winchester

Job Description

St. Mary Parish School, a Preschool – Grade 5 elementary school located in Winchester, Massachusetts is pleased to announce its search for an effective and enthusiastic administrator to serve as its next principal. The successful candidate will embrace the school's mission, be committed to providing an environment rich in Catholic values, be knowledgeable in current educational trends that lead to academic excellence, be able to implement successful strategies for student and faculty recruitment and retention, possess strong communication and interpersonal skills, and demonstrate successful leadership in an educational setting. This position will become effective July 1, 2019.

Established in 1913 as part of St. Mary Parish Family, the school has held true to its mission for more than 106 years, to provide students with an academically excellent, faith-based education in a Catholic community of love and care. The school offers a robust and academically challenging standards-based curriculum as recommended by the Catholic Schools Office of the Roman Catholic Archdiocese of Boston. Teachers utilize a balance of traditional and innovative instructional methodologies which are focused around the STREAM curriculum model.

As a Parish-based school – St Mary Parish School falls directly under the administration of the pastor/administrator of the parish. The principal reporting to the pastor/administrator and the Director of Operations and Finance, leads by example and both oversees and coordinates all academic aspects of the school, including management and formation of teachers and staff members, development of curriculum, student recruitment and retention activities, management of student interventions, program design, student discipline, and coordination of growth and spiritual guidance of all members of the school.

Job Requirements:

- 1) Practicing Catholic in good standing with their local archdiocese
- 2) Three years minimum experience teaching or leading in a Catholic school
- 3) Holds a Master's degree in Education and current Massachusetts certification as a school principal

Major Duties and Responsibilities:

1. Collaborates with the administrator and ministry leaders in implementing the mission of the school. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's program, goals and objectives with particular emphasis on the religious education/formation. Principal serves as a member of the pastoral staff and is a professional resource to the staff in all areas relating to the Catholic elementary school. Principal participates in diocesan programs and planning efforts.
2. Ensures the development and implementation of an overall learning environment which promotes Catholic faith formation/education, ethical decision-making, social justice and Christian leadership. This is accomplished by promoting a curriculum that integrates Gospel values; assuring the integration of the school as part of the parish faith community; enabling staff to serve as role models for students; promoting a leadership style compatible with Christian principles; and personally witnessing to the principles and values of the Catholic faith.
3. Ensures the development, implementation and evaluation of a comprehensive curriculum program which complies with diocesan standards of curriculum requirements. This is accomplished by overseeing the implementation of instructional goals and objectives for each grade; evaluating current curriculum to determine strengths and weaknesses, and collaborating with staff in selecting supplementary programs.
4. Ensures the supervision of faculty and staff. This is accomplished by overseeing the recruitment, hiring, training, motivation and evaluation processes, as well as overseeing the formulation and implementation of instructional goals and objectives for individual teachers through the successful implementation of the school's innovative programs. Principal will help to provide for instructional resources and professional development for teachers. Principal convenes staff to promote the integration of the school's mission, goals and policies; and to promote a working environment that incorporates the principle of collaboration, subsidiary, and shared decision making.
5. Ensures that learning standards are developed and maintained for students. This is accomplished by assuring that students are tested and evaluated regularly and appropriately, and that test results are shared with parents. Principal oversees the development and maintenance of accurate and current student records and files.
6. Ensures the development and maintenance of effective communication systems between parents, teachers and school administrators. This is accomplished through regular written communication to the parents; regularly scheduled meeting opportunities between teachers and parents; regularly reporting students' academic progress; and participation in club, foundation and committee activities and meetings.
7. Participates in the development of an overall financial plan for the school. This is

accomplished by collaborating with the Pastor/Administrator, the Director of Finance and Operations, CSO finance personnel, and parish finance council. The Principal also actively participates in fund solicitation, fundraising and endowment programs.

8. Maintains a level of knowledge and skills required to function as a Principal. This is accomplished through reading, attendance at diocesan principals' meetings, in-service training opportunities, participation in workshops, conventions or convocations and through membership in local, state or national professional organizations, as approved and appropriate.

9. Creates a vigorous marketing public relations strategy that includes student admissions and retention.

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: May 26, 2019