



# Immaculate Conception Parish School

127 Winthrop Avenue • Revere, Massachusetts 02151  
Phone 781-284-0519 • Fax 781-284-3805

## **PRINCIPAL SCHOOL LEADER**

Immaculate Conception Parish School seeks a faith-filled Catholic who has a passion in forming the minds of young students with a sound Catholic education. The principal needs to inspire, create and collaborate to fulfill the school's mission. The principal works directly under the Pastor of Immaculate Conception Parish. The candidate needs to effectively communicate the Catholic mission of the school to faculty, staff, students, and parents. The principal needs to be a problem solver and enthusiastic about developing a realistic vision for the school while addressing the challenges of providing access to a Catholic education for all.

The Immaculate Conception School of Revere, Massachusetts opened on September 9, 1913 with Father Lee as pastor and four Sisters of St. Joseph of Boston as teachers. Sister Mary Regina was named as Mother Superior. The sisters lived in the old rectory that had been moved to the corner of Beach Street and Winthrop Avenue. The school was opened with grades one through four. Each succeeding year a new grade opened until the expansion to eight grades was completed. Initial enrollment was 230 pupils. The first grammar school class graduated in June, of 1918.

The school is accredited by the New England Association of Schools and Colleges and the school was accredited on November 19, 2019. Towards the end of this school year, the school will submit its interim report and Strategic Plan. To NEASC. The Pastor is the Administrator of the parish and school and chairs the school's Advisory Board. The principal works collaboratively with the Advisory Board regarding the Strategic Plan, Finance & Operations, Property, Admissions and Advancement. The Principal also collaborates with Parents of Immaculate Conception School (PICS). PICS is the planning committee for school fundraisers and school activities.

Immaculate Conception Parish School is a vibrant school community that works closely with the parish, parents, and students to provide a well-rounded education as well as sports and extra-curricular activities. The school has an Early Childhood Education Center. It has a Preschool for children who are age 3 and a Prekindergarten for children who are age 4. The school is from Kindergarten to the 8<sup>th</sup> Grade. The students are from Revere, Boston, Winthrop, Chelsea, Lynn, Everett, Saugus and other surrounding communities. The Catholic high schools and other independent schools are extremely competitive in seeking our fine graduates.

*“Tradition, Pride, Excellence”*

Founded 1913

## MISSION STATEMENT

The Immaculate Conception Parish School in Revere prepares a culturally diverse student community to become responsible, well-rounded, faith-filled citizens by focusing on Catholic values and high academic standards. Our school celebrates its faith by practicing the ideals of peace, justice and service to others, thereby witnessing to Christ's teachings.

### ABOUT THE POSITION

The principal is a strategic thinker who serves as the spiritual, instructional, and administrative head of Immaculate Conception Parish School and is responsible for the effective operation of the school as a Catholic educational institution. The principal creates an environment that fosters academic excellence, Catholic faith formation and the development of a school community.

The principal is responsible for creating a for forming a community of hospitality with the Welcoming Committee of the school. This welcoming environment develops a school community for faculty, staff, students, parents, parishioners, and donors. The principal creates an educational environment that engages each student in a world of educational discovery.

The principal endeavors to provide the highest quality educational experience possible for the students and the faculty. Values the success of the traditional education while embracing new proven methods that develop the full potential of each student. The principal understands the dynamics of enrollment management in a competitive educational environment and prioritizes development strategies to diversify revenue.

Under the Administrator, Reverend Jorge Daniel Lazo Pujada, the principal leads the school and seeks consultation from the Advisory Board. The principal will work in collaboration with the Finance & Operations Manager of the Parish and school.

As a school leader, the principal is a minister of the Catholic Church and entrusted with the responsibility of evangelizing. The principal must be a practicing Catholic and serve as a joyful witness to the Catholic faith and understands that Catholic schools play a central role in evangelizing students and their families through facilitating daily prayer, regular school-wide Masses and opportunities for the school community to join together in active practice of the faith.

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

- Displays a genuine love and enthusiasm for working with children and a loving concern for their spiritual, emotional, and educational growth and well-being.
- Creates a school community with faculty, staff, students, and parents.
- Cultivates a love of learning and discovery among students and encourages the development of each student to his or her full potential.
- Provides leadership within the school and creates an environment that reflects the Catholic identity of Immaculate Conception Parish School and its mission statement.

- Collaborates with the school and parish communities to deepen the faith experience of each student.
- Creates an inclusive educational environment that actively welcomes, supports, respects and nurtures students of diverse learning abilities and backgrounds.
- Works with external sources, such as public-school districts regarding Title grants, special education providers, to coordinate services and ensure the needs of all students are fully supported.
- Collaborates with the Advisory Board and other key stakeholders on school operations.
- Develops a rigorous educational program that meets the needs of the student population, maintains consistency in academic excellence and excels at the integration of technology into all aspects of teaching and learning.
- Prioritizes instructional leadership, recruits talented educators, supports growth and conducts ongoing evaluations, provides support as well as setting clear expectations and high standards.
- Empowers Director of Admissions and Enrollment to seek and implement new strategies on enrollment management and fundraising.
- Provides professional development for faculty and staff that advances the academic and spiritual goals of the school. Conducts regular meetings to create a school community and an environment of collaboration among faculty, staff, and administration.
- Manages effective and clear procedures for the operation of the school including instructional programs, extended day and enrichment programs, school sports, discipline systems.
- Collaborates with the Finance & Operations Manager on building maintenance, record keeping, and personnel records.
- Reviews and approves the annual master schedule for instructional programs. Supervises the faculty, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning, as well as child growth and development.
- Monitors the school's strategic plan in conjunction with the advisory board to ensure the school upholds the NEASC standards.
- Collaborates with the Finance & Operations Manager on business administration, enrollment, development, budgeting, marketing, and communications in partnership with school, parish, and advisory board.
- Knows how to delegate responsibilities that recognizes and develops the skills of faculty and staff in curriculum, technology, office operations, and other professional development.
- Maintains open communication with entire school community through a variety of ways, regular email updates, newsletters, maintenance of the parent portals (including FACTS Tuition Management and SIS), open availability for meetings as well as timely replies to emails and telephone calls.

- Manages the school office operations, includes the submission of reports, record keeping, office/telephone coverage, enrollment management and publication of the school calendar.
- Collaborates with PICS and Welcoming Committee to promote parent and community involvement in school activities.
- Oversees the completion of the annual planning process for Title resources.
- Leads the Health, Property, and Emergency Preparedness of the school which addresses the physical environment, the health, safety, and cleanliness of the school building.
- Serves as an active member of school and parish boards to strengthen the parish and school community.
- Displays the highest standards of integrity, professionalism, transparency with the school community and the Archdiocese alike, and demonstrates sound judgement in handling difficult situations.
- Oversees the school's reopening guide/student handbook and amendments as it relates to the students, parents, faculty, staff, and school resources.

**Qualifications:**

- Must be a practicing Catholic.
- MS, EdD or PhD in Education strongly preferred.
- Catholic school experience, as well as school administrative experience is preferred.
- Demonstrated communication skills, including public speaking and written communication.
- The commitment to work in a collaborative environment and ability to delegate tasks as appropriate.

**Application Process:**

To apply, please submit the following three documents, confidentially, and as separate PDF attachments.

- Cover letter (no greater than two pages), answering the following question:
  - Why do you find yourself being called to Catholic school leadership?
- Current Resume (include all work- and service-related experiences, dates, and education related to the position)
- List of three references with names, phone numbers, and email addresses. References are to include a pastoral, personal, and professional associate. No references will be contacted without your knowledge and approval.

**Assemble the above in one email to:**

Stephanie Whelan, Chief of Staff

Catholic Schools Office

[Stephanie\\_whelan@rcab.org](mailto:Stephanie_whelan@rcab.org)

**Note:** Please include "Immaculate Conception Parish School Principal" in the subject line.