



PRINCIPAL SCHOOL LEADER

St. Mary of the Assumption School | Brookline, MA

<https://stmarys-brookline.org/>

St. Mary of the Assumption School seeks a Catholic, faith-inspired, innovative, and collaborative principal to join the school in its mission to provide an exceptional faith-based education for its students. The ideal candidate is a highly effective communicator and problem solver who is enthusiastic about addressing the challenges of providing access to Catholic education for all. The ideal candidate will be a key collaborator in developing and initiating a clear strategic vision for the school.

Founded in 1899 as a K-12 parish school, the Sisters of Notre Dame de Namur were the first stewards of the school. Later, St. Mary's was blessed with the support of the Sisters of St. Joseph of Boston and still maintains close ties to various religious orders through partnerships with Emmanuel College and Boston College. Today, the school serves grades PreK-8, educating children from Brookline, Boston and many surrounding communities. The uniquely diverse student body signifies a dynamic school community that meets the intellectual, emotional, and spiritual needs of its students and embraces the cultural, ethnic, and socio-economic backgrounds of all.

St. Mary's proudly promotes the Catholic faith and inspires academic excellence within a community of care and support, ensuring each student reaches their God given potential. The school is accredited by the New England Association of Schools and Colleges and recently launched a new governance model, operating under a Board of Specified Jurisdiction to oversee the financial, enrollment, facilities, and advancement aspects of the school. It has a faculty of 14 full-time, lay teachers as well as learning support specialists. The school staff also includes a full-time nurse, librarian, and instructors in art, music, physical education, and computer technology. Rev. Jonathan Gaspar, pastor of St. Mary's Parish supports the faith and mission of the school and its students.

St. Mary's students matriculate to competitive, well-known area Catholic, exam, and independent schools.

ABOUT THE COMMUNITY

Brookline is a fun, dynamic community surrounded by the City of Boston. Home to the birthplace of President John F. Kennedy, and the original offices of Frederick Olmstead, founder of American landscape architecture, Brookline has cemented its legacy in the history of the United States. Just minutes from downtown Boston, Brookline is a vibrant urban/suburban enclave of independent shops, unique theater, fine dining and local attractions. Brookline has a rich history of political, social, educational, and scientific innovation and is a sought-after community for many young families.

ABOUT THE POSITION

The principal is a strategic thinker who serves as the spiritual, instructional and administrative head of St. Mary's School. S/he is responsible for the effective operation of the school as a Catholic educational institution. S/he is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation and operational vitality. S/he is responsible for creating a welcoming atmosphere for all members of the school community (faculty, staff, students, parents and donors) and a climate that encourages the engagement of each student in the learning process while fostering a love for learning. The principal constantly strives to provide the highest quality educational experience possible and displays a sense of urgency in attaining such outcomes for all students. The principal understands the dynamics of enrollment management in a competitive landscape. S/he also prioritizes development strategies to increase and diversify revenue.

Under the Board of Specified Jurisdiction governance model, the principal reports to the Board, which includes the Pastor, the Rev. Jonathan Gaspar and members from the community. The principal will work in collaboration with all Board members, the Parish Business Office and a Director of Advancement & Enrollment.

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 devout Catholic and serve as a joyful witness to the Catholic faith. S/he 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:

- Displaying a genuine love and enthusiasm for working with children and a loving concern for their spiritual, emotional and educational growth and well-being.
- 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. Mary's School and its mission statement. Collaborating with the school and parish communities to deepen the faith experience of each student.
- Creating an inclusive educational environment that actively welcomes, supports, respects and nurtures students of diverse learning abilities and backgrounds. Working with external sources, such as special education providers, to coordinate services and ensure the needs of all students are fully supported.
- Collaborating with the Board of Specified Jurisdiction and other key stakeholders on school operations.
- Developing 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.
- Prioritizing instructional leadership, recruiting talented educators, supporting growth and providing ongoing evaluations, mentoring and support, while setting clear expectations and high standards.
- Empowering a Director of Advancement & Enrollment to seek and implement new strategies on enrollment management and fundraising.
- Providing professional development for faculty and staff that advances the academic and spiritual goals of the school. Conducting regular meetings to foster a climate of communication, teamwork and collaboration among faculty, staff and administration.
- Managing effective and clear procedures for the operation of the school including instructional programs, extended day and enrichment programs, summer programs, discipline systems, building maintenance, record keeping, personnel management, office operations and emergency procedures.
- Establishing the annual master schedule for instructional programs. Supervising the instructional programs of the school, 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.
- Monitoring the school's strategic plan in conjunction with the Board of Specified Jurisdiction to ensure the school is consistently upholding the NEASC standards and striving for growth.
- Overseeing business administration, enrollment, development, budgeting, marketing, and communications in partnership with school, parish, and Board leadership.
- Possessing strong acumen with technology and its usage as it applies to curriculum and administration.
- Maintaining open communication with entire school community through 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.
- Managing the school office operations, including the submission of reports, record keeping, office/telephone coverage, enrollment management and publication of the school calendar.
- Coordinating and promoting parent and community involvement in school activities.
- Overseeing the completion of the annual planning process for Title resources.
- Maintaining the physical environment of the school building by ensuring its cleanliness and safety.

- Serving as an active member of school and parish boards to strengthen the Faith Formation and Evangelization of the Parish.
- Displaying the highest standards of integrity, professionalism, transparency with the school community and the Archdiocese alike, and demonstrating sound judgement in handling difficult situations.
- Understanding the role of and willingly engaging with the Board of Specified Jurisdiction as it pertains to the administration of the school.

Qualifications:

- Must be a devout Catholic.
- MA, 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:

principalsearch@stmarybrookline.com