

ST. MARY OF THE HILLS SCHOOL

— THE INNOVATIVE SCHOOL —

Principal Search Job Description

PRINCIPAL SCHOOL LEADER

St. Mary of the Hills School | Milton, MA

<https://www.smhschool.org/>

St. Mary of the Hills School seeks a Catholic, faith-inspired, innovative, and collaborative principal to help lead 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.

Since 1958 St. Mary of the Hills School has carried out its mission of a strong Catholic Education for our youth. The school is a culturally diverse, faith-filled Preschool through Grade 8 Catholic School inspired by our love of Christ. St. Mary of the Hills educates over 300 students, both Catholic and non-Catholic from over 25 cities and towns in Massachusetts. By valuing innovation in education, our programs promote spiritual growth, personal academic excellence and social development in a safe and nurturing environment. Being part of this community strengthens us all in meeting the challenges of our lives – as scholars, citizens, family members and as active bearers of Christ’s compassion to the wider world.

From early childhood through 8th grade graduation, each child is encouraged to recognize his or her full, unique potential. As their mastery of core academic skills grows, St. Mary’s students become capable, disciplined, and passionate seekers of knowledge and truth. St. Mary of the Hills offers age appropriate enrichment, volunteerism and leadership opportunities in addition to classroom instruction. These programs reinforce our school’s values and mission and foster our students’ faith, compassion, self-esteem, self-confidence, and an understanding of the world around them.

St. Mary of the Hills’ students matriculate to competitive, well-known area Catholic, exam, and independent schools.

ABOUT THE POSITION

The principal is a strategic thinker who serves as the spiritual, instructional and administrative head of St. Mary of the Hills 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. Eric Bennett and members from the community. The principal will work in collaboration with all Board members, the Business Manager and the 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 practicing 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 of the Hills 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.
- Empowering and collaborating with the Director of Advancement & Enrollment to seek and implement new strategies on enrollment management and fundraising
- 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 the 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 the 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 practicing Catholic.
- MA, MS, EdD, or PhD in Education required.
- 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:

Dr. Bob Gonet, Director of Leadership

Roman Catholic Archdiocese of Boston

Catholic Schools Office

Robert_Gonet@rcab.org