



PRINCIPAL OF ST. PATRICK SCHOOL AND EDUCATIONAL CENTER, LOWELL

About St. Patrick School and Educational Center, Inc.

Inspired by the mission of the Sisters of Notre Dame de Namur, St. Patrick School makes known the Goodness of God by providing for the educational needs of children within a caring, culturally diverse environment based upon Gospel values.

St. Patrick School is a small, co-ed, Catholic school for students in preschool through 8th grade sponsored by the Sisters of Notre Dame de Namur. The school addresses the educational needs of all children while maintaining a commitment to children of newly arrived immigrants.

As a Catholic School, we teach as Jesus did, building community, teaching the Gospel and giving service. We teach our children to do the same in our school and neighborhood setting in order to be caring and responsible members of the wider community in which they live. In fidelity to St. Julie's preference for the poor as they struggle for adequate means for human life and dignity, we work with others to transform unjust structures and systems as we participate in creating new ways of relating which enable all to experience more fully the Goodness of God.

Duties and Responsibilities

The highest priority of the Principal of St. Patrick School is to build a strong educational experience that fully integrates the teachings of the Catholic faith and the *Hallmarks of the Sisters of Notre Dame de Namur Learning Community*:

- *We proclaim by our lives even more than by our words that God is good.*
- *We honor the dignity and sacredness of each person.*
- *We educate for and act on behalf of justice and peace in the world.*
- *We commit ourselves to community service.*
- *We embrace the gift of diversity.*
- *We create community among those with whom we work and with those we serve.*
- *We develop holistic learning communities that educate for life.*

The Principal's role is to guide and develop academic excellence in students that inspires a love of learning, fosters their spiritual life through Gospel values, challenges their minds, inspires compassion, and develops character. The principal oversees and coordinates the day-to-day operation and administration of the school and reports directly to the Board of Directors. The responsibilities of the Principal include but are not limited to the following areas:

Spiritual Leadership

- A. Articulates a shared vision and cultivates a culture consistent with the school's Catholic identity.
- B. Models and demonstrates respect for diversity as well as cultural and religious differences.
- C. Demonstrates commitment to the mission and goals of the school and mobilizes resources to accomplish this within elements of the curriculum, school policies and school life.

- D. Nurtures faith in students, faculty, staff and parents through opportunities for spiritual growth and Christian service.

Educational Leadership

- A. Supervises the educational programs of the entire School.
B. Demonstrates knowledge of educational and pedagogical theory and mastery of the developmental stages of students as learners.
C. Guides and monitors the alignment of curriculum, instruction, assessment and professional practice.
D. Establishes a process to evaluate student learning by utilizing effective school-wide assessments while supporting the use of data to drive instruction.
E. Oversees ongoing technology integration for teachers which supports student learning and proficiency of 21st century requirements.

Managerial Leadership

- A. Maintains a regular program of supervision and annual evaluation of personnel.
B. Responsible for maintaining and improving the school facilities.
C. Collaborates with the Board of Directors to develop a strategic plan.
D. Utilizes strategies of long-term planning, effective public relations and a marketing program dedicated to successful outcomes.
E. Communicates regularly with families and the school community in ways that are easily accessible and understandable.
F. Strengthens school climate through participation, engagement, connection and a sense of belonging with all students and staff.

Financial Leadership

- A. Plans and manages the school's financial resources in partnership with the Board.
B. Develops and monitors the annual school budget in partnership with the Board.
C. Ensures St. Patrick's financial integrity.
D. Responsible for soliciting financial support from benefactors to sustain the mission of St. Patrick's.

Complete job description provided upon invitation to interview.

Qualifications:

- Master's degree in related field of education
- Certification by the Commonwealth of Massachusetts
- At least five years teaching experience at the Elementary School level
- Prior administrative or leadership experience/credential preferred
- Experience in a culturally diverse environment; experience with immigrant populations
- Demonstrated expertise in the area of curriculum and technology in the classroom, skilled at inspiring teachers and galvanizing them around the pursuit of educational excellence, strong interpersonal skills and adept at building and maintaining relationships.
- Knowledge of and experience in the Catholic faith

St. Patrick School and Educational Center admits students of any race, color, national or ethnic origin. St. Patrick School and Educational Center is proudly accredited by the New England Association of Schools and Colleges.

Applications are due by Friday, March 11, 2022. To apply, please send a cover letter, resume and a list of three references (name, phone number and email address) to jperra1029@comcast.net.