



Sacred Hearts School

Cherishing the Past, Celebrating the Present, Inspiring the Future Since 1938

31 South Chestnut Street, Bradford, Massachusetts

Office: 978-372-5451

Announcement of Administration Leadership Position Available

Academic Year 2022-2023

Start July 1, 2022

Principal

Sacred Hearts School is seeking a fulltime Principal to join our leadership team for 2022-2023. We are looking for 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 leading a Catholic elementary school.

Our Mission Statement

Sacred Hearts School is a community committed to teaching and living Catholic values. We strive for academic excellence while encouraging students to develop morally, academically, and socially. We challenge our students to become critical thinkers who are self-confident, disciplined, respectful, and firmly committed to living a faith-filled life.

About Sacred Hearts School

Sacred Hearts School is a Nursery to Grade 8 Catholic parish school in the Archdiocese of Boston, located in the Bradford neighborhood of Haverhill, Massachusetts. Founded in 1938 by the Sisters of St. Joseph, the school has a proud history, originally educating children of immigrant families and now providing a strong Catholic education for a more diverse population. Sacred Hearts School has 60 teachers and support staff and 460 hardworking, respectful students. 85% of the students are Catholic. The school campus is comprised of two buildings. The Sacred Hearts Early Childhood Center is the site of our Nursery, Pre-K and Kindergarten classes. Grades 1-8 are located in the main school building. Sacred Hearts School is fully accredited by the New England Association of Schools and Colleges (NEASC) and will be engaging in a re-accreditation process in the 2022-23 academic year.

Sacred Hearts School is noted for its strong academic and integrated arts programs. The school also champions the STREAM approach to learning, preparing students for bright futures in multiple disciplines. We also offer a variety of extracurricular activities such as sports, drama and enriching after school programs.

Duties and Responsibilities

There are six primary areas of responsibility for the Sacred Hearts School principal: Catholic Identity, Enrollment Management, Academic Program Leader, Strategic Planning, Financial Prudence, and Communication.

1. **Catholic Identity.** The Principal of Sacred Hearts School will be a practicing Catholic who attends mass weekly and participates fully in the sacrament life of a Catholic parish. The Principal serves as a visible and joyful leader of the Sacred Hearts School Catholic Identity. The Principal will work closely with the Pastor to coordinate the School's faith formation programs (First Friday masses, prayer services. Sacramental celebrations etc.).
2. **Enrollment Management.** The Principal will be responsible for managing school enrollment, ensuring that open houses, social media, and other enrollment management opportunities are used to promote Sacred Hearts School.
3. **Academic Leadership.** The Principal hires and evaluates all faculty members and leads the teachers in continuous curriculum improvements and professional development.
4. **Strategic Planning.** The Principal will work with the Pastor, School Advisory Board and faculty to develop, execute and monitor a strategic plan for the school.
5. **Financial Prudence.** The Principal is responsible for the School Budget and financial planning. The Principal is a prudent steward of the school resources.
6. **Communications.** The Principal possesses strong communication skills. The Principal communicates with Pastor, staff, school board and parents on a regular basis via electronic media and when necessary, in person and by phone on various issues as warranted.

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