



St. Mary of the Assumption School
Brookline, Massachusetts

St. Mary's School is seeking a full time Assistant Principal to join our leadership team for 2022-2023. We are looking for a Catholic, faith-inspired, innovative, and collaborative assistant 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 helping lead a Catholic elementary school.

Duties include, but are not limited to:

- Fostering a strong Catholic identity
- Overseeing the academic program and curriculum development
- Observing teachers and offering timely feedback
- Coaching teachers in instructional practices
- Working with teachers, students, and families to correct behavior when necessary
- Engaging parents as partners in their child's education
- Working as a team to create an enrollment strategy
- Participating in strategic planning

The Assistant Principal will work closely with Principals and Pastors in meeting the needs of the entire school community, while fostering a welcoming school culture committed to sharing the truth, goodness, and beauty of the Catholic faith.

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.

Please submit all documents to Gloria Reyes at greyes@stmarys-brookline.org