



PRINCIPAL, BLESSED SACRAMENT SCHOOL  
Blessed Sacrament Elementary  
Walpole, Massachusetts

Application Deadline: Wednesday, May 4, 2022  
Start Date: July 1, 2022

#### Job Description

The principal of Blessed Sacrament School is the spiritual, instructional, and administrative head of the school, and is responsible for the effective operation of the school as a Catholic educational institution. He/she is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation, and vitality and viability. He/she 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 must be a practicing Catholic. The principal reports directly to the pastor of Blessed Sacrament Parish.

The essential duties and responsibilities of the principal include but are not limited to:

- Providing leadership within the school and creating an environment that reflects the Catholic identity of the school;
- Creating a vigorous marketing public relations strategy that includes student admissions and retention;
- Developing a rigorous educational program that meets the needs of the student population while maintaining a consistency in academic excellence;
- Facilitating the integration of technology into all aspects of teaching and learning;
- Providing leadership among faculty, staff, and parents that creates an inviting, welcoming learning environment in which the diversity among students on all levels is both respected and appreciated;
- 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 professional development for faculty that advances the academic and spiritual goals of the school;

- Preparing the school budget in collaboration with the Pastor, F&O Manager, School Board and Parish Finance Council;
- Monitoring of the budget and recommending necessary adjustments to meet or exceed budget;
- Maintaining the physical environment of the building by ensuring its cleanliness and safety;
- Preparing school for and leading the school during any emergency response;
- Recruiting, hiring, supporting, and supervising faculty and staff, performing evaluations, and terminating employment as necessary and appropriate;
- Management of the school office, including submitting reports, keeping records, publishing the school calendar, providing for office and telephone coverage, and providing appropriate internal and external signage that is positive in tone, helpful, and communicates the mission of the school;
- Coordination of parent and community involvement in school activities;
- Creating and implementing a long-term strategy for institutional advancement if one is not already in place; and
- Working with the Pastor, parish and collaborative staff to ensure the school's participation in the New Evangelization of the greater Walpole community. Qualifications: The principal of Blessed Sacrament School is a practicing Catholic, holds a Master's degree in education and current Massachusetts certification as a school principal, with significant teaching experience. Catholic school experience is preferred

The Archdiocese of Boston does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Job Requirements Physical Performance Elements: The principal of Blessed Sacrament School has the ability to use a computer keyboard for up to 8 hours/day, sit for up to 8 hours/day, and lift up to 20 pounds. Master degree preferred. Citizenship, residency or work visa required.

**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**